

Finance Committee

24 Jan 1962 - 31st July 1976

Constitution rules: 9 members  
Quorum: 4

SUB-COMMITTEES OF EXECUTIVE  
COUNCIL.

Agenda To each member of  
Committee three weeks  
before meeting.

Minutes To each member of  
Committee  
To each Branch Rep  
to Ex Council  
To each Secretary  
who does not have  
a Council Rep.

Note: Draft Agenda should be sent  
to Chairman or Convener some four  
to five weeks before meeting.  
Draft Agenda for Finance Meetings  
to Mr. Taylor and Miss  
Vaughan.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a Meeting of the FINANCE COMMITTEE held at 12 Coates Crescent,  
Edinburgh, on Saturday, 27th January, 1962, at 10.45 a.m.

PRESENT: Mr. G. Hardie (in the Chair)  
Mr. Aitkenhead, Mr. Brown, Miss Browne, Mr. Lochhead,  
Miss Milligan, Miss McFeat, Miss Vaughan (Treasurer),  
and Miss Hadden (Secretary).

APOLOGIES: Apologies for absence were received from Mr. Sharpe and Mrs. Thomson.

1. MINUTES:

The Minutes of the last meeting held on 28th October, 1961, which had  
been circulated were approved and signed.

2. BUSINESS ARISING:

Item 4 (c) - The Chairman read a letter of thanks from Miss Wotherspoon for the  
present she received from the Society on her departure to the United States.

3. FINANCIAL STATEMENTS:

(a) Accounts paid during the months of October, November and December, 1961,  
totalling £2,492 10s. 6d., £361 15s. 8d., and £589 6s. 9d., respectively  
were examined and approved.

(b) 1. A comparative statement of income and expenditure for the six months  
ended 31st December, 1961, was examined. This showed a deficit of £772 15s. 5d;  
£265 more than was anticipated. The Treasurer explained that there had been two  
exceptional items, namely the Branch Treasurers' meeting which had cost £108 15s. 9d.  
and further expenditure in connection with the Queen's visit namely £75 0s. 2d.,  
and £98 9s. 6d., (for decoration).

11. Investments:

General Account: The following changes were authorised with a view to  
increasing income:-

- (a) Six months notice to withdraw £500 in 4% Defence Bonds and £1,000 in  
4½% Defence Bonds.
- (b) The withdrawal of £1,000 from the Dunfermline Building Society.
- (c) The investment of £1,000 immediately and £1,500 after six months  
provided interest rates remained favourable in 6/7 day call loans  
with East Lothian County Council, at present giving 6½%.

Pension Fund: Purchase of £400 5% Defence Bonds.

Bank Balance: A balance of £765 3s. 1d., on 31st December, 1961, was  
noted.

111. Autumn School, Ayr: A financial statement showing a small surplus of  
£3 was examined and approved.

Arising out of the Autumn School Statement, the Secretary reported that  
Mr. Sharpe had meant to raise again the question of the deficit of £12 16s. 8d.,  
incurred by Dundee Branch on examination classes held in April to June, 1961.  
The Committee considered the matter carefully and decided to postpone a decision  
until the next meeting. The Secretary was instructed to obtain details of the  
expenses incurred and fees paid by students, etc., from Dundee Branch.

## 4. OFFICE EQUIPMENT:

The purchase of a new typewriter and a new duplicator at a cost of approximately £60 and £69 13s. 4d., respectively was approved.

## 5. BRANCH ACCOUNTS:

A statement showing the income and expenditure of Branches for 1960/61 was presented and all accounts showing a deficit were examined in detail. The Treasurer was asked to write to nine Branches where deficits were high and resources small, and also to prepare a detailed statement on a 3/5 year basis for consideration at the next meeting.

## 6. OTHER BUSINESS:

1. Basement: The Convener reported that steps had been taken to deal with damp in the basement, so that the Caretaker might use an additional room. It was agreed that a door should be provided to shut off a wash house.
11. U.S.A. Branches: On Miss Milligan's recommendation, it was agreed to ask the American Branches if they would agree to the U.S.A. subscription being \$1.
111. Collins' Publication: Miss Milligan told the Committee that she had been asked to prepare a book for Messrs. Wm. Collins., as a sequel to '101 Scottish Country Dances.' Miss Milligan asked the Committee's approval for the inclusion of a number of dances to be taken from Book 6 upwards. The Committee recommended that permission should be given and the Chairman expressed the Society's appreciation to Miss Milligan for the work she proposed to do in collecting the dances and preparing the book. It was understood that the book would be a source of income to the Society as in the case of '101 Scottish Country Dances.'

Miss McFeat moved a vote of thanks to the Chairman.

The Meeting ended at 12 noon.

*Sorden Hardie*  
12/5/62

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a Meeting of the FINANCE COMMITTEE held at 12 Coates Crescent, Edinburgh, on Saturday, 12th May, 1962 at 10.30 a.m.

PRESENT: Mr. G. Hardie (in the Chair)  
Mr. Aitkenhead, Mr. Sharpe, Mr. Lochhead, Miss Milligan,  
Miss McFeat, Mrs. Thomson, Miss Vaughan (Treasurer) and  
Miss Hadden (Secretary).

An apology for absence was received from Mr. Brown.

1. MINUTES:

The Minutes of the last meeting held on 27th January, 1962, which had been circulated were approved and signed.

2. BUSINESS ARISING:

1. Dundee Branch deficit on Certificate Class. It was agreed as an exceptional measure to meet the deficit of £12 16s. 6d., on the grounds that this class had been open to members of neighbouring branches, and was intended to relieve congestion at the Summer School at St. Andrews.

2. Collins The terms of the agreement for '99 More Scottish Country Dances', similar to the one for '101 Scottish Country Dances', with the addition of a clause restricting the Society's freedom to enter into a similar agreement with another publisher, was approved.

3. FINANCIAL STATEMENTS:

(a) Accounts paid during the months of January, February, March and April, 1962, totalling £583 5s. 1d., £482 5s. 7d., £354 4s. 11d., and £351 8s. 4d., to meet normal running expenses, were examined and approved.

(b) Bank Balance and Investments A bank balance (30.4.62) of £876 15s. 2d., and of investments totalling £14,650 in General Account and £2,812 17s. 8d., in Pension Fund were noted.

It was decided to invest £500 received from the investment of 4½% Defence Bonds and £1,000 from the East Lothian County Council temporary loan of which interest had fallen to 4½%, to East Lothian County Council Loan at 6½% for five years.

It was decided to renew the Edinburgh Corporation Loans No. 29376 for £1,000 and No. 29546 for £2,000 at 6½% for a period of seven years from 15th May, 1962.

It was also decided to transfer £2,000 from the British Linen Bank Savings Account to the Edinburgh Savings Bank, Special Investment Department.

(c) A comparative statement of actual and estimated income and expenditure for the nine months ended 31st March, 1962, was examined. This showed a deficit of £607, £33 less than was forecast. Apart from the special expenditure previously reported (27.1.62), it was noted that the bulk of the royalties and a high proportion of investment income fall due in the final quarter of this financial year.

4. BRANCH ACCOUNTS:

(a) The replies from Treasurers of Branches whose annual accounts had shown a deficit and steps being taken to remedy this situation were accepted as satisfactory.  
(b) A statement showing the number of Branches who had shown a deficit in 1956/57, 1957/58, 1959/60 and 1960/61 and the average size of the deficit was examined. It was noted that the majority were between £6 and £20, and that the trend appeared to indicate a slight increase. It was decided to give this matter further consideration at the next meeting.

5. OTHER BUSINESS:

1. An estimate from Aird & Coghill for printing a pocket edition of Books 19-21 was approved and it was decided to order 30,000 copies, the approximate cost being £413 9s. 6d.

2. Miss Milligan read a letter from Mr. Gray of Park Film Studios in which he reported that he was left with 300 to 400 of the four records which he had made specially for the Society. He blamed the lack of a 'well-known' band as the cause of the failure and asked if the Society would be willing to pay the cost of such a band if Park Studios paid all other costs in connection with a further series of records. It was decided to ask how much a band would cost and to give further consideration to the matter at the next meeting.

It was decided to hold the next Finance Committee on Saturday, 23rd June at 10.30 a.m.

Miss McFeat then moved a vote of thanks to the Chairman.

The Meeting ended at 11.30 a.m.

*Gordon Hardie*  
23/6/62

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a Meeting of the FINANCE COMMITTEE held at 12 Coates Crescent, Edinburgh, on Saturday, 23rd June, 1962, at 10.30 a.m.

PRESENT: Mr. G. Hardie (in the Chair)  
Miss Browne, Mrs. Lesslie, Mr. Lochhead, Miss Milligan,  
Mr. Sharpe, Mrs. Thomson, Miss Vaughan (Treasurer) and  
Miss Hadden (Secretary).

APOLOGIES: Apologies for absence were received from Mr. Aitkenhead  
and Miss McFeat.

1. MINUTES:

The Minutes of the last meeting held on 12th May, which had been previously circulated were approved and signed, subject to the inclusion of Mrs. Lesslie's and Miss Browne's names to the list of those present.

2. GRAMOPHONE RECORDS:

Before giving further consideration to Mr. Gray's (Park Film Studios) proposal for making a new series of gramophone records, the finances of the last series were discussed. Miss Vaughan reported that a loan of £750 for three records had been made, and £75 refunded. A further £150 due back had been re-allocated for a fourth record. Approximately 600 copies of the first three records and 200 copies of the fourth record had been sold, leaving balances of 1,200 of the first series and 50 of the fourth record in hand.

The Secretary reported that in reply to her letter to Mr. Gray regarding the suggestion of four records being sent to the Society's Branches on sale or return, Mr. Gray had thought the suggestion to be quite feasible, but before going further he wished to find out the cost involved including arrangements with the Income Tax authorities for reductions of Purchase Tax.

It was agreed that the Society should explore other channels for the distribution of the records, and to ask Mr. Gray to state at what price he would be prepared to sell his remaining stock to the Society.

Miss Milligan reported that Mr. Ian Powrie was prepared to make additional records with his band at a fee that would be reasonable if his present contracts permitted. She agreed to ask Mr. Gray to get further particulars.

The meeting ended at 11.15 a.m., after Miss Milligan had proposed a vote of thanks to the Chairman.

*Geoff Thorne*  
Acting Chairman  
27/7/62.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a Meeting of the FINANCE COMMITTEE held at University Hall, St. Andrews, on Friday, 27th July, 1962, at 2.30 p.m.

PRESENT: Mr. Aitkenhead, Mr. Brown, Mrs. Lesslie, Miss Milligan, Mr. Sharpe, Mrs. Thomson, Miss Vaughan (Treasurer) and Miss Hadden (Secretary).

In the absence of the Convener, Mr. Sharpe was unanimously invited to take the Chair.

Apologies for absence were intimated from Miss Browne, Mr. Hardie, Miss McFeat and Mr. Lochhead.

1. MINUTES: The Minutes of the last Meeting held on the 23rd June which had been circulated were approved and signed.

2. BUSINESS ARISING: Item 3 - Gramophone Records:

The Secretary read the reply from Mr. Gray of Park Film Studios regarding the Society's suggestion to purchase the remaining stocks, in which he made a counter-offer to refund the balance of the loan, viz £675, provided the Society would waive both past and present royalties on the sale of these records. It was agreed to accept this offer.

Miss Milligan outlined Mr. Gray's proposals for making future records, namely that the Society should be responsible for selecting the dances, paying for the arrangement of the music and the cost of the musicians and, finally, sharing the royalty of 10% equally with Mr. Powrie, the leader of the band. It was estimated that the cost would be £100 a record, each record covering two dances. It was agreed to recommend that two records be made on these terms in the first instance, with sanction for a further two records provided the first two were satisfactory.

3. FINANCIAL STATEMENTS:

(a) Accounts paid during the months of May and June, 1962, to meet normal running expenses totalling £427 15s. 10d. and £279 6s. 11d. respectively, were examined and approved.

(b) Comparative Statement of estimated and actual income and expenditure for the year ended 30th June 1962 was examined. Miss Vaughan pointed out that the fall in subscription income was partly accounted for by the increase in Life Members, that royalties had declined particularly from the sale of music books and mechanical rights, but that there had been a good return on investments. Net expenditure had exceeded estimates by £245.

(c) Draft income and expenditure account for the year ended 30th June, 1962, was examined. It was decided to write £150 off the cost of Coates Crescent, £59 off Furniture and Equipment and, subject to audit, to add the following sums to the Reserve Funds:-

1. Reserve for Publications, Films and Records	-	£250
2. Allocation to Pension Fund	-	£350
3. General Reserve	-	£200

(d) Investments: It was intimated that the holding of 4% Defence Bonds would be repaid in August 1962 and it was agreed to re-invest the proceeds in 5% Defence Bonds.

(e) Draft estimates for 1962/63 were examined and it was decided to allocate £200 for extension work overseas, to allow for Depreciation of £150 for Buildings and £50 for Furniture and Equipment, to allocate £350 to Pension Fund and £100 to General Reserve, leaving £90 surplus to meet contingencies.

4. OTHER BUSINESS: Staff. It was agreed to recommend that Miss Colman be given the first increment on the salary scale in November on completing one year's service with the Society.

Mr. Aitkenhead proposed a vote of thanks to the Chairman.

The Meeting ended at 4.p.m.

*Gordon Hardie*  
10/11/62

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a Meeting of the FINANCE COMMITTEE held at 12 Coates Crescent, Edinburgh, on Saturday, 10th November, 1962, at 10.45 a.m.

PRESENT: Mr. G. Hardie (in the Chair)  
Mr. Aitkenhead, Miss Browne, Mr. Brown, Mr. Lochhead, Miss McFeat,  
Miss Milligan, Mr. Sharpe, Mrs. Thomson, Miss Vaughan (Treasurer) and  
Miss Hadden (Secretary).

An apology for absence was received from Mrs. Lesslie.

MINUTES:

The Minutes of the last meeting held on 27th July, 1962, which had been circulated, were approved and signed.

BUSINESS ARISING:

Gramophone Records - It was reported that Park Film Studios Ltd., had repaid the £675 loan in full and that arrangements for making new records were in hand.

3. FINANCIAL STATEMENTS:

(a) Accounts paid during the four months ended 31st October, 1962 to meet normal running and summer school expenses totalled £2,149; £5,052 3s. 10d.; £824 6s. 1d.; and £1,299 14s. 6d., were examined and approved.

Arising out of an account paid to Norwich Union Insurance Company, there was a discussion on the Society's liability and insurance cover. The Treasurer agreed to give information to Branches regarding individual members insurance against accident.

(b) Investments and Bank Balances - The position as at 31st October, 1962 was noted and it was agreed that in future, the date of purchase and the term of the investment would be shown.

(c) Summer School, 1962 - The accounts were presented and showed interest on the School Fees Saving Account of £38 2s. 10d., and a balance of £989 18s. 11d.

4. ANNUAL GENERAL MEETING:

(a) Item 6 The Convener indicated the lines on which he proposed to present the accounts and estimates at the Annual General Meeting. This was approved.

(b) Item 8 The financial implications of the proposal that an additional 6d. of the annual subscription should be retained by branches was discussed.

Arising from the review of the accounts, it was decided that in future the accounts should be approved after they had been audited, and signed on behalf of the Society by the Treasurer and one member of the Finance Committee.

5. OTHER BUSINESS:

(1) Remit from Executive Council Meeting - August, 1962 - Cost of Examination Classes

It was agreed in principle that Branches holding examination classes should not bear the deficit alone, and it was decided to discuss the best method of giving financial assistance more fully at the next meeting.

(2) Approval of expenditure of £15 for a filing cabinet was given.

(3) Disbandment It was reported that Ecclefechan Branch wished to disband. Miss Vaughan had asked for the necessary financial statements.

Mr. Sharpe then moved a special vote of thanks to the Convener for his conduct of the meetings throughout the year, and expressed the Committee's sympathy that Mr. Hardie would be retiring after this meeting on doctor's orders to reduce his commitment.

In reply, Mr. Hardie kindly offered to continue to give advice and guidance on the repairs and upkeep of Headquarters.

The Meeting ended at 12 Noon.

*Stuart Hadden*  
19/1/63

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a Meeting of the FINANCE COMMITTEE held at 12 Coates Crescent, Edinburgh, on Saturday, 19th January, 1963, at 10.30 a.m.

PRESENT: Mr. Lochhead (in the Chair)  
Mr. Aitkenhead, Mr. Brown, Miss Kidd, Mrs. Lesslie, Miss Milligan,  
Miss Rae, Mr. Sharpe, Mrs. Thomson, Miss Vaughan (Treasurer) and  
Miss Hadden (Secretary).

APOLOGY: An apology for absence was received from Miss McFeat.

Before the business of the meeting started the Chairman welcomed Miss Kidd and Miss Rae, the new members of the Committee.

1. MINUTES:

The Minutes of the last meeting held on 10th November, 1962, which had been circulated were approved and signed.

2. BUSINESS ARISING:

1. Ecclefechan Miss Vaughan reported that the books and final statement had not yet been received.
2. Records Miss Hadden reported that satisfactory arrangements had now been made and the recordings of the new gramophone records completed.

3. FINANCIAL STATEMENTS:

- (i) Accounts Paid during the two months ended 30th November and 31st December 1962, to meet normal running expenses totalling £1039 10s. 7d., and £507 10s. 4d., respectively, were examined and approved.
- (ii) Investments and Bank Balance A statement giving full particulars of the Society's investments as at 31st December, 1962, was examined and it was agreed to cash the National Savings Certificates and invest £1,000 and any surplus from the bank savings account, in East Lothian County Council mortgage loans at 5½%.
- (iii) Autumn School The financial statement showing a surplus of £4 was examined and approved.

Mr. Brown informed the Committee of the cost to the Branch of having the Annual General Meeting in Edinburgh in 1962, and the special steps taken to meet it. It was agreed to pay £10 to cover the cost of hiring the hall for the Annual General Meeting and to make a contribution towards the deficit if a request was received from the branch.

It was also agreed that in future:-

- (a) Branches in which the Annual General Week-end is held should submit a statement of their accounts to the Finance Committee.
- (b) That the Finance Committee should consider each case on its own merit with a view to giving financial help where a deficit had been incurred.
- (iv) Comparative Statement of Income and Expenditure for the six months ended 31st December, 1962, was examined and three favourable points were noted:-
  - (a) The comparatively low cost of supplying a pocket edition as a subscription copy.
  - (b) The good return on sales of publications and records.
  - (c) The success of the larger summer school at St. Andrews.

Arising from examination of the accounts the Treasurer reported the very heavy stocks of books held by some branches and it was agreed to ask all branches to reduce their stocks at the 30th June in each year to not more than a dozen copies of any one publication.

4. BRANCH FINANCES:

1. The summarized statement prepared from the 1961/62 branch annual accounts was presented, and those branches which showed a deficit were examined in detail. It was noted that running classes at a loss was the chief cause.
2. The replies to a questionnaire on levies showed that under half a dozen branches supplemented their income in this way.
3. Discussion of methods of giving financial aid to the branch examination classes was deferred until the next meeting.

5. OTHER BUSINESS:

1. Publications A reprint of Pocket Editions 13-15 and 16-18 at a cost of £166 each was approved. An approximate estimate for 30,000 copies of the new book 22 at a cost of £1,137 18s. 6d. was also approved.
2. Demonstration Teams Going Abroad An application from Glasgow for a grant towards the expenses of sending a team to Bavaria was discussed and it was agreed that a grant of £50 be given, on the understanding that in future invitations which necessitated financial assistance should be referred to Headquarters before they were accepted.
3. Rates It was reported that an application for remission of rates under Section 4 of the Local Government (Financial Provisions etc.) Scotland Act 1962, had been submitted and will be considered in March.
4. Purchase of Heater The Secretary was given permission to buy a paraffin heater costing not more than £10 for use in the hall at 12 Coates Crescent.

Mrs. Lesslie proposed a vote of thanks to the Chairman. The Meeting ended at 11.50 a.m.

*Andromeda*  
11/5/63



MINUTES of a Meeting of the FINANCE COMMITTEE held at 12 Coates Crescent, Edinburgh, on Saturday, 11th May, 1963, at 11 a.m.

PRESENT: Mr. Lochhead (in the Chair)  
Mr. Aitkenhead, Miss Kidd, Mrs. Lesslie, Miss McFeat,  
Miss Milligan, Miss Rae, Mr. Sharpe, Mrs. Thomson,  
Miss Vaughan (Treasurer) and Miss Hadden (Secretary).

APOLOGY: An apology for absence was received from Mr. Brown.

1. MINUTES:

The Minutes of the last meeting held on 19th January, 1963, which had been circulated, were approved and signed.

2. BUSINESS ARISING:

(i) Book Sales Miss Hadden reported that a number of Branches had returned surplus books and that in some cases these were in bad condition and unsaleable; some could be sold cheaply at the Summer School. It was decided to tell Branches that old books might be sold at a discount, provided the cost price was covered, and that great care must be exercised both in ordering supplies, keeping stocks suitably packed (polythene bags were recommended) and returning surplus supplies to Headquarters. In so far as old stock could not be disposed of by 30th June, 1963, it should be listed separately with an indication of the present sale price.

(ii) Rates The Chairman reported that the Society had obtained a remission of rates on 12 Coates Crescent, and that the rating liability would in future be restricted to 50%.

(iii) Gramophone Records: Miss Hadden exhibited the new records and said they were already on sale in the music shops at 11/8d. each.

3. FINANCIAL STATEMENTS:

(i) Accounts paid during the three months, January, February and March, 1963, to meet the normal running expenses of the Society totalling £362 14s. 8d., £277 15s. 4d. and £344 10s. 1d., respectively were examined and approved.

(ii) Investments and Bank Balance: A statement giving particulars of the Society's investments as at 31st March, 1963, was examined. It was noted that the National Savings Certificates had been cashed, giving the Society a surplus of £148 6s. 8d., and that £1,000 and £2,000 had been invested in 5½% East Lothian Mortgage Loans for seven and five years respectively. It was decided to invest a further £1,000 with East Lothian County Council at 5½% for five or seven years, or with such other local authority as would offer better terms.

A bank balance of £1,160 10s. 11d., at 30th April, 1963 was noted.

(iii) A Statement of Income and Expenditure for the nine months ended 31st March, 1963 was examined. This showed a satisfactory state, the surplus being £1,403, instead of an estimated deficit of £552. It was noted that the expenditure on 12 Coates Crescent included a non-recurring item for repairing the roof.

4. BRANCH FINANCES:

An application from Kirkcaldy Branch for financial assistance towards an examination class was considered, and it was agreed that in this instance a deficiency grant should be made after examination of the Branch accounts. In general, it was decided to consider giving branches holding examination classes a deficiency grant, provided an estimate of income and expenditure was submitted and approved before the classes were held. It was agreed that the whole matter of examination classes should be thoroughly investigated at a future meeting, in the hope of finding methods of decreasing deficits incurred on such classes.

5. CORRESPONDENCE:

A letter from Paterson's Publications Ltd., asking that the price of the Society's publications might be increased from 3/6d. to 4/6d. for books with music, and from 2/6d. to 3/- for pocket editions was approved for new publications and re-prints of old publications.

Arising from this proposed increase and other factors, it was decided to recommend to the Executive Council that the annual subscription be increased from 5/- to 7/6d., of which 5/- be retained by Headquarters, and 2/6d. by the Branch.

6. OTHER BUSINESS:

1 Tour of Southern Rhodesia: Mr. Couper, one of the founders of the Ladysmith Branch and now teaching in Southern Rhodesia, asked the support of the Society for a tour of Scottish Country Dancers in the Summer and Autumn of 1963, and in particular that a teacher could be sent to coach the teams.

It was decided to agree to the Society's name being used in association with the tour and to pay the air passage and out-of-pocket expenses of the teacher, if one could be found at such short notice, or alternatively to recommend a donation of up to £100.

2. Film of Summer School: Miss Milligan brought forward a suggestion received from Mr. Gray of Park Film Studios that he should make a short documentary film of St. Andrews Summer School for the Society at an estimated cost of from £300 - £400. It was agreed that this suggestion should be passed to the Executive Council for approval.

3. Branch Accounts: It was agreed that Branches who did not have the services of a Chartered Accountant to audit their accounts, should submit bank certificates along with their accounts. Miss Vaughan agreed to issue a circular letter informing Branches of this decision.

4. Heating of Headquarters: It was reported that the oil stove in the hall had not given off sufficient heat and it was agreed that the Secretary should investigate the possibility of having a gas heater installed for next winter.

There being no further business, the Meeting ended at 12.50 p.m. with a vote of thanks to the Convener by Miss Milligan.

*James Lochhead*  
2/8/63

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a Meeting of the FINANCE COMMITTEE held at UNIVERSITY HALL,  
ST. ANDREWS, on Friday, 2nd August, 1963, at 2 p.m.

2

PRESENT: Mr. Loohead (in the Chair)  
Miss Kidd, Mrs. Lesslie, Miss Milligan, Mr. Sharpe,  
Mrs. Thomson, Miss Vaughan (Treasurer) and Miss Hadden (Secretary)

APOLOGIES for absence were received from Mr. Aitkenhead, Miss McFeat and Miss Rae.

1. MINUTES:

The Minutes of the last meeting held on the 11th May, 1963, which had been circulated, were approved and signed.

2. BUSINESS ARISING:

2 (a) Book Sales - Miss Hadden reported that satisfactory arrangements had been made to sell "shop-soiled" copies of the Society's publications at the Summer School at reduced prices.

3. FINANCIAL STATEMENTS:

(1) Accounts paid during the three months, April, May and June, 1963 to meet normal running expenses, totalling £466 2s. 5d., £621 12s. 5d., and £494 4s. 4d. were examined, approved.

(11) Comparative statement of estimated and actual income and expenditure for the year ended 30th June, 1963 was examined. It was noted that £148 6s. 8d., of the investment income was of a non-recurring nature, being compound interest due on the encashment of National Savings Certificates.

(111) Draft income and expenditure account for the year ended 30th June, 1963 was examined. It was decided to place the following sums to reserve:-

(a) for publications, films and records	£ 225
(b) for pension fund	£1000
(c) to general reserve	£ 550

It was agreed that the accounts should be signed by the Convenor of the Finance Committee and the Treasurer, and that if any material change occurred as a result of the audit, they should first be circulated to the Committee for approval.

(iv) Draft estimates for 1963/64 were examined and after certain adjustments had been made, it was decided to allocate £350 to the Pension Fund and £100 to General Reserve, leaving a surplus of £110 for contingencies.

4. OTHER BUSINESS:

1. Branch Finances - Examination Class deficits It was decided to prepare a questionnaire which Branches asking for financial assistance for examination classes would be asked to complete. This would cover such points as the number of classes held, the fees charged to students, the cost of halls, teachers fees, etc.

2. Increase in book prices: It was agreed to ask Patersons to date the increase in the price of the Society's books from 1st January, 1964.

3. Summer School Film: It was reported that it had not been possible to arrange for a film to be made of this year's Summer School. The question of who was to make the film had not yet been decided and the probable cost had also to be considered.

4. Change in age for admission as members: Miss Milligan sought the Committee's views on lowering the age for admission as members from 18 to 16. It was agreed that

this would close the gap between leaving school and joining the Society when many potential members were lost.

5. Forfar Branch: In view of the deficit, it was agreed to pay £10 towards the cost of sending delegates to the Annual General Meetings in 1960, 1961 and 1962 respectively.

6. Belfast Branch: The Treasurer reported that the Belfast Branch were passing on the life members to Headquarters. It was agreed that in the absence of exceptional circumstances, Belfast Branch must be asked to register and look after their own Life Members.

Mrs. Lesslie proposed a vote of thanks to the Chairman, and the Meeting ended at 4 p.m.

*Andersonhead*  
2/11/63

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a Meeting of the FINANCE COMMITTEE held in the MUSIC HALL, ABERDEEN, on Saturday, 2nd November, 1963, at 10.45 a.m.

PRESENT: Mr. Lochhead (in the Chair),  
Mr. Aitkenhead, Mr. Brown, Miss Kidd, Miss McFeat, Mr. Sharpe,  
Miss Rae, Mrs. Thomson, Miss Vaughan (Treasurer) and  
Miss Hadden (Secretary).

APOLOGY: An apology was received from Miss Milligan.

1. MINUTES:

The Minutes of the last meeting held on the 2nd August, 1963, which had been circulated, were approved and signed.

2. PRESENTATION TO MRS. LESSLIE:

It was agreed that in recognition of outstanding work for the Society, particularly in the war years, a small gift should be made on the departure of Mrs. Lesslie to New Zealand.

3. BUSINESS ARISING:

After some discussion, it was agreed that Miss Vaughan should send out a questionnaire to Branches with experience in holding certificate classes, asking for information regarding the finance of such classes. In addition, Miss Vaughan agreed to issue a circular letter to all Branches indicating that the Society would be willing to give financial aid to Branch certificate classes of not less than ten members, under certain circumstances.

At this juncture Mrs. Lesslie joined the meeting.

4. FINANCIAL STATEMENTS:

1) Accounts paid during the three months July, August and September 1963 to meet normal running expenses totalling £695 16s. 8d., £664 12s. 6d., £477 0s. 3d., and accounts totalling £6,714 14s. 6d., for Summer School expenses were examined and approved.

2) A statement of investments showing changes since 30th June, 1963 was examined and approved.

3) Summer School Account for 1963 was presented and a decrease in the surplus noted. Miss Hadden reported that the cost of residence per person would be increased next year by £1 per week plus 7½% gratuities and that University Hall would not be available owing to structural alterations. Alternative accommodation had been booked.

5. ANNUAL GENERAL MEETING:

(a) Item 6 Mr. Lochhead indicated the lines on which he proposed to present the accounts for the year ended 30th June, 1963 and the estimates for 1963/64. These were approved.

(b) Increase in subscriptions Points to be raised in support of this motion were discussed and approved.

(c) Lowering of age of entry to 16 It was asked that this should be presented by the Convener, and being a change in the Constitution, it was noted that a two-thirds majority would be necessary.

6. OTHER BUSINESS:

Heater The Chairman reported that it was necessary to provide heating for the hall and cloakroom at 12 Coates Crescent, and it had been found possible to buy two gas fires from Mrs. Lesslie at a cost of £15. This amount plus the cost of piping was considerably less than the estimate for one gas heater plus piping for the hall. The Committee unanimously agreed to recommend that the work should be completed.

The Chairman thanked the members and particularly the retiring ones, Miss Kidd and Mrs. Lesslie, for their services.

Mr. Aitkenhead then moved a vote of thanks to Mr. Lochhead for the able way in which he had conducted the meetings during the year.

The Meeting ended at 12.10 p.m.

*Andrew Aitkenhead*  
25<sup>th</sup> Jan 1964

MINUTES of a Meeting of the FINANCE COMMITTEE held at 12 Coates Crescent, Edinburgh, on Saturday, 25th January, 1964, at 11.30 a.m.

PRESENT: Mr. Lochhead (in the Chair)  
Miss Adams, Miss Browne, Mr. Brown, Mrs. Hutcheson, Miss McFeat,  
Miss Milligan, Miss Rae, Mr. Sharpe, Miss Vaughan (Treasurer) and  
Miss Hadden (Secretary).

APOLOGY: An apology was received from Mr. Aitkenhead.

1. MINUTES:

The Minutes of the last meeting held on 2nd November, 1963, which had been circulated, were approved and signed.

2. BUSINESS ARISING:

Branch Examination Classes: An application for grant-aid was received from Bristol Branch together with an estimate of expenditure. It was agreed that after certain items had been excluded and an estimate of income received, a grant of up to 50% of the deficit should be made.

3. FINANCIAL STATEMENTS:

1. Accounts paid during the three months October, November and December 1963 to meet the Society's normal running expenses totalling £1,181 7s. 9d., £1,436 13s., and £745 12s. 8d., were examined and approved.

2. Investments: A statement showing changes made since 30th June 1963 was examined, and it was noted that at 31st December, 1963, investments were £1,651 lower than at the end of the Society's financial year. The Treasurer reported that subscriptions had come in well from the Branches in December and January and that £2,500 was now available for re-investment. It was agreed that no change in policy should be made, but that after lacing sufficient in the Savings Accounts for immediate requirements, the balance and the local loan repayments falling due in May, 1964 should be re-invested in local loans at the best rate available.

3. Autumn School: A financial statement was examined. This showed that on account of the high charges for halls in Aberdeen after the cost of leaflets had been included, there was a deficit of £11 14s.

4. A Statement of Income and Expenditure for the six months ended 31st December, 1963 was examined. This showed a satisfactory state. ~~After the forecast figure for "Fees, Schools and Courses" had been adjusted to £500,~~ The surplus for the period was £841 instead of an estimated deficit of £312.

4. BRANCH FINANCES:

The accounts of the Branches were examined and the Committee expressed concern that a number of Branches had deficits, in some cases with no reserves. It was agreed that this was a serious matter and that the situation must be kept under review.

5. OTHER BUSINESS:

1. Tape Recordings: The Secretary read a letter from Mr. Gray offering to make tapes from the Park Film records for sale to members. It was agreed to test the demand by asking him to tape the record with the most popular dances on it, as a start.

2. Demonstration Team: An invitation to take part in a "British Week" at Dusseldorf was received from the Scottish Council. The team were expected to meet their expenses from collections; no guarantee of financial assistance was forthcoming. It was decided to decline on the grounds that no suitable "student" team was available in May.

3. Salary Scale Adjustment: It was agreed to accept the revised scale for secretarial and clerical staff paid by local authorities and amend the Society's scale accordingly. The Chairman's action in authorising Miss Colman's salary to be adjusted as from September, 1963 was approved.

4. Decorations: It was agreed that the outside of 12 Coates Crescent should be repainted, and the Secretary was asked to obtain estimates.

5. Scottish Education Committee - Coaching Grants The terms of the grants were noted, and it was decided to take no further action.

6. South African Schools Tour: A letter was read from the organiser stating that in view of the break-up of the Federation, the Tour had had to be abandoned. Mr. Aitkenhead's work had been greatly appreciated, and it was intended to send a contribution towards his expenses, should sufficient money be available.

The Meeting ended at 1.00 p.m. with a vote of thanks to the Chairman, proposed by Miss Adams.

*Handwritten signature:* J. Aitkenhead  
9th May 1964.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

Minutes of a Meeting of the Finance Committee held at 12 Coates Crescent, Edinburgh, on Saturday, 9th May, 1964, at 10.30 a.m.

Present: Mr. Lochhead (in the Chair)  
Miss Browne, Mr. Brown, Miss McFeat, Miss Milligan, Mr. Sharpe,  
Miss Rae, Miss Vaughan (Treasurer) and Miss Hadden (Secretary).

Apologies: Apologies for absence were received from Mr. Aitkenhead, Miss Adams, and Mrs. Hutcheson.

1. Minutes:

The Minutes of the last meeting held on 25th January, 1964, which had been circulated, were approved after the first part of the last sentence in Item 4 Statement of Income and Expenditure, "After..... £500" had been deleted, and signed by the Chairman.

2) Business Arising:

1) Bristol Branch: Revised estimates for the Examination Classes had been received. The arrangements for classes had been changed and the fee revised so that no deficit was now likely to occur. It was agreed that in the event of a deficit 50% should be refunded by the Society.

2) Edinburgh Branch submitted an estimate showing a deficit of £14 12s. 6d. As about half the members of the class were from neighbouring Branches, it was agreed to pay 75% of the deficit, viz. £11.

3) Decorations at Coates Crescent: An estimate of £38 12/- from Messrs. Sheerin to re-decorate the exterior painterwork was approved.

3) Financial Statements:

1) Accounts paid during the four months January to April, 1964 to meet the Society's normal expenses totalling £512 4s. 2d., £289 8s. 11d., £258 19s. 3d., and £323 17s. 4d. respectively, were examined and approved.

2) Investments; A statement showing changes since 30th June, 1963 was examined, and it was noted that the total had now reached £20,000, with an additional £4,500 invested on behalf of the Pension Fund. It was agreed to add £300 to the £2,200 loan with East Lothian County Council renewable on 15th May, 1964.

3) A comparative statement of income and expenditure for the nine months ended 31st March, 1964, was examined. This showed that subscription income was coming in well from the Branches; that the new publication "99 More" was proving popular; and that expenditure was steady. In consequence, the surplus for the period was £1,315.

4) Other Business:

1) Clackmannanshire Branch In view of the financial situation of the Branch it was agreed to meet the expenses of the delegates attending the Annual General Meeting in Aberdeen in 1963, and a payment of £4 was authorised.

2) Caretaker's wages: As it was seven years since the position had been reviewed, it was agreed to increase the wages of the caretaker from £1 10s. to £2 a week.

3) Life Membership Cards: It was agreed that where alteration of address was not possible, members requesting a new card to record their change of address should be charged the cost of the new card, i.e. 2/6d.

4) Investment of Branch Surplus Funds: In response to a request for guidance from some Branches, it was agreed that the Treasurer should prepare and circulate some notes on investing surplus funds.

5) Wedding Present: The Committee recommended expenditure of up to £20 on a wedding present for Miss Colman.

There being no further business, the Meeting ended at 12.15 p.m. with a vote of thanks to the Chairman, proposed by Mr. Sharpe.

*James Hadden*  
24/7/64

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of the FINANCE COMMITTEE held in WARDLAW HALL, ST. ANDREWS, on FRIDAY, 24th July 1964, at 2.30 p.m.

PRESENT: Mr. Lochhead (in the Chair),  
Miss Adams, Mr. Aitkenhead,  
Mr. Brown, Mrs. Hutcheson,  
Miss Milligan, Mr. Sharpe,  
Miss Hadden (Secretary) and  
Miss Vaughan (Treasurer)

1. APOLOGIES: Apologies for absence were received from Miss Browne, Miss McFeat and Miss Rae.
2. MINUTES: The Minutes of the last meeting held on 9th May 1964 which had been circulated, were approved and signed.
3. FINANCIAL STATEMENTS:
  - (a) Accounts paid during the two months May and June 1964 to meet the Society's normal expenses totalling £421.8.6d. and £354.10.11d. respectively were examined and approved.
  - (b) A draft income and expenditure account for the year ended 30th June 1964 and Balance Sheet as at that date was examined. It was decided to place the following sums to reserve:-

(i). for publications, films and records	nil
(ii). for staff fund	£ 1,350
(iii). for general reserve	1,000

It was agreed to write an additional 5% (making 15% in all) off the cost price of stock to cover more adequately damage to books in transit etc.

It was agreed that the accounts should be signed by the Convenor of the Finance Committee and the Treasurer, and that if any material change occurred as a result of the audit, the accounts should first be circulated to the Committee for approval.

The adoption of the accounts as amended was then proposed by Mr. Sharpe, seconded by Miss Milligan and passed unanimously.

Arising from the examination of the accounts it was proposed by Mr. Aitkenhead and seconded by Mr. Sharpe that part of the reserve for publications, films and records totalling £4,600 should be made available to the Publications Committee to cover the cost of making new records of old as well as new dances. This motion was carried unanimously.
  - (c) Draft estimates for 1964/65 were examined and approved.

4. OTHER BUSINESS:

- (a) Annual Subscriptions: It was proposed by Mr. Aitkenhead and seconded by Miss Adams that a recommendation should be made to the Executive Council that at the forthcoming annual general meeting a proposal should be made to increase the annual subscription on the same lines as was proposed last year, namely from 5/- to 7/6d., of which the Society should retain 5/- and the Branches 2/6d. The committee approved this motion, and stressed that the increase was proposed to assist Branch finances.
- (b) Tour of Southern Rhodesia: The Secretary was asked to convey to the organisers of the Tour the Committee's appreciation and thanks for the gratuitous payment of £123.5.2d. towards Mr. Aitkenhead's travelling expenses.

Mr. Sharpe proposed a vote of thanks to the Chairman.

The meeting ended at 4 p.m.

*James Hadden*  
7/11/64

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of the FINANCE COMMITTEE held in the GROSVENOR RESTAURANT, GORDON STREET, GLASGOW, on Saturday, 7th November, 1964 at 10.45 a.m.

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PRESENT: Mr. Lochhead (in the Chair)  
Miss Adams, Mr. Aitkenhead,  
Mr. Brown, Mrs. Hutcheson,  
Miss McFeat, Miss Milligan,  
Miss Rae, Mr. Sharpe,  
Miss Hadden (Secretary) and  
Miss Vaughan (Treasurer)

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1. APOLOGY: An apology for absence was received from Miss Browne
2. MINUTES: The Minutes of the last meeting held on 24th July 1964 which had been circulated were approved and signed by the Chairman.
3. FINANCIAL STATEMENTS:
  - (a) Accounts paid during the four months July, August, September, and October, to meet the normal expenses of the Society and totalling £2,632: 6/-, £5,681:10: 6d., £262: 1: 6d. and £1,682:18: 9d. respectively were examined and approved.
  - (b) Investments and Bank Balances: A statement of investments at 31st October 1964 was examined. This showed an increase of £250 over the figure at 30th June 1964, but the balance of £1,199:11: 6d. on the Staff Fund had still to be invested. As the bank balance at the 31st October 1964 stood at £137, it was agreed to withdraw £2,000 from the Special Investment Department and invest £1,199:11: 6d. plus the interest accrued from 30th June in National Development Bonds, leaving the balance for current requirements.

It was reported that there was no safe at the Society Headquarters and the Finance Committee recommended that a small second-hand safe be purchased

4. OTHER BUSINESS:

A special vote of thanks was proposed by Mr. Lochhead to Mr. Sharpe for his services to the Finance Committee during his term of office and particularly for his guidance during his period as Convener.

A vote of thanks to the Chairman was proposed by Miss McFeat.

The meeting ended at 12.15 p.m.

*James Lochhead*  
25/1/65.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of the FINANCE COMMITTEE held at 12 COATES CRESCENT,  
EDINBURGH, on SATURDAY, 23rd JANUARY 1965, at 10.30 a.m.

PRESENT: Mr. Lochhead (in the Chair)  
Miss Adams, Mr. Brown,  
Miss McFeat, Miss Milligan,  
Miss Rae, Mr. Sharpe, Mrs. Thomson,  
Miss Hadden (Secretary) and Miss Vaughan.

1. APOLOGIES: Apologies for absence were received from Miss Browne and Mr. MacLeod.

Mr. Lochhead opened the meeting by welcoming the new members, and Mr. Sharpe who had been co-opted to serve this year.

2. MINUTES: The Minutes of the last meeting held on 7th November 1964 which had been circulated were approved and signed by the Chairman.

3. FINANCIAL STATEMENTS:

(a) Accounts paid during November and December to meet the normal expenses of the Society totalling £591.14.5d. and £522.18.11d. respectively were examined and approved.

(b) 1. Investments and Bank Balances: A statement of investments at 31st December 1964 was examined. These showed "no change" at the date and on a note it was stated that on 16th January 1965 £1500 had been invested in 5% National Development Bonds on behalf of the Staff Fund.

2. The Bank balance at 31st December 1964 was £1110.5.4d.

3. Autumn School - The financial statement showed that after the cost of application forms had been included there was a surplus of £27.14/-. Glasgow Branch was congratulated on this excellent result.

(c) A comparative statement of income and expenditure for the six months ended 31st December 1964 was examined. This showed a deficit of £546.17.10s. £506 above "estimates", arising largely because subscription income from the larger branches was coming in slowly and a lower income (largely due to curtailed accommodation) had arisen on the Summer School.

After some discussion about the value of the information contained in these interim statements, it was decided that in future they should include a column showing the actual expenditure and income of the preceding year, for the better information of the Committee.

4. BRANCH FINANCE: Miss Vaughan reported that a number of Branches had not yet sent in their audited accounts for 1963/64. It was agreed that reminders should be sent, and Mr. Sharpe agreed to investigate the position at Fricokheim.

Although a number still worked at a deficit, the amount was in most cases under £15. It was noted also that in 37 branches classes had been run at a small loss.

5. OTHER BUSINESS:

Issue of Receipts: After examining one or two specimen cards it was agreed that as from 1st July 1965 the issue of receipts should be discontinued and a membership card substituted for all members.

Appointment of Membership Secretary: In order to overcome duplicate records being kept at Headquarters and in the Treasurer's office, it was agreed that a membership secretary should be appointed to deal with subscriptions including affiliation fees, and that a salary up to £5 a week on a part-time basis should be offered.

Salaries: It was agreed to increase the salary of the Secretary by £200 p.a., and the Treasurer by £50 p.a. as from 1st January 1965



Book Stocks: The Secretary reported that Bell, Aird and Coghill, Glasgow, who held the Society's book stocks, were no longer able to store them and suggested that (a) a store should be found and (b) the firm would continue to despatch the books. This would mean that the Society would have to pay storage. After discussion it was suggested that if possible storage should be found outside Glasgow. The Secretary was instructed to look into the matter.

Reprint of Pocket Edition 10-12: It was reported that the stock of Pocket Edition 10-12 was now in the region of 700 copies. The Secretary was instructed to order a further 10,000 copies.

There being no further business the meeting ended at 11.55 a.m. with a vote of thanks to the Chairman by Miss Milligan.

*Shannon*  
8/5/65

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of the FINANCE COMMITTEE held at 12 Coates Crescent,  
Edinburgh, on Saturday, 8th May 1965, at 10.45 a.m.

PRESENT: Mr. Lochhead (in the Chair)  
Miss Adams, Mr. Brown, Miss Browne,  
Miss McFeat, Mr. MacLeod, Miss Milligan,  
Miss Rae, Mr. Sharpe, Mrs. Thomson,  
Miss Hadden (Secretary), and Miss Vaughan  
(Treasurer).

1. MINUTES:

The Minutes of the last meeting held on the 23rd January, which had been circulated, were approved and signed by the Chairman.

2. BUSINESS ARISING:

(i) Branch Accounts. It was reported that many of the outstanding Branch accounts had now been received. Mr. Sharpe reported that the Frioockheim Branch was at present dormant, and undertook to investigate further the future of the branch.

(ii) Storage of books for re-sale. Miss Hadden reported that Bell, Aird & Coghill had obtained storage accommodation for the Society in Glasgow at a rental of £70 p.a. The Committee agreed to rent this accommodation.

3. FINANCIAL STATEMENTS:

(a) Accounts paid during January, February, March and April to meet the normal expenses of the Society totalling £368. 5. 5d, £377.10.2d, £445. 8. 0d and £406.4.2d, were examined and approved.

(b) Investments and Bank balances. A statement of investments held at 31st March 1965 were examined, and it was decided:

- (i) to withdraw £1175 invested in 4½% Defence Bonds (staff fund)
- (ii) to invest £300 (staff fund) and £1200 (general fund) held in savings and current account in East Lothian Mortgage Loans.

The bank balance at 31st March 1965 totalled £460.13. 6d.

(c) A comparative statement of income and expenditure for the nine months ended 31st March 1965 was examined. This showed a deficit of £430, £311 above estimates, mainly due to the reduced income from the Summer School (through curtailment of accommodation).

4. OTHER BUSINESS:

(i) Members' Cards. Samples were examined and it was agreed that the smallest practicable should be used and printed in blue. Appropriate wording was considered and an order for 20,000 for next session approved.

(ii) Subscription leaflet. The type of cover was discussed and Miss Milligan offered to see the printer and choose the colour. It was agreed that the price of the new leaflet should be 3/6d.

(iii) Staff matters. In view of Miss Kemp's forthcoming marriage on 30th June, Miss Hadden was authorised to make the necessary arrangements for temporary assistance in the summer months.

(iv) Miss Milligan's visit to Canada and the States. It was agreed that a contribution of £200 should be made by the Society towards her expenses.

(v) Bavarian Team. An application from the London Branch for a contribution towards their outlay of £58 for hospitality and entertaining the German Team for two days was sympathetically considered and rejected. It was felt that it would be invidious to assist one branch without considering others who had also given hospitality to the team.

(vi) Examination Classes. An application from Dundee Branch for a further grant towards the deficit of £13:14/- on examination classes was considered. 50% (i.e.) £6:17/- had been paid. As 6 only of the 12 candidates were from Dundee Branch, it was agreed to make a further grant of £3: 8: 6d.

(vii) It was agreed that in appreciation of Miss Kemp's service to the Society, a wedding present should be given to her.

There being no further business the meeting ended at 12.30 p.m. with a vote of thanks to the Chairman proposed by Mr. MacLeod.

*Andreas Lochhead*  
23/7/65

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY. MINUTES of the FINANCE COMMITTEE  
held at UNIVERSITY HALL, ST. ANDREWS on Friday, 23rd July 1965 at 2.30 p.m.

Present: Mr. Lochhead (in the Chair)

Miss Adams, Mr. Brown, Miss McFeat, Miss Milligan, Miss  
Rae, Mr. Sharpe, Mrs. Thomson, Miss Hadden (Secretary) and Miss  
Vaughan (Treasurer).

APOLOGIES: An apology for absence was received from Miss Browne.

MINUTES: The minutes of the last meeting, held on 8th May 1965 which  
had been circulated, were approved and signed by the Chairman. Before  
the business of the meeting, the Secretary read a letter of thanks from  
Miss Kemp, now Mrs. Green, for the wedding present from the Society with  
which she had bought a chair.

BUSINESS ARISING:

1. Branch Accounts - Mr. Sharpe reported that Mrs.  
McLellan had confirmed that the Friockheim Branch was no longer active,  
and agreed to ask her to make the necessary returns to Headquarters  
on disbandment.

2. Members' Cards - Miss Vaughan reported that these  
had been numbered and dispatched to all Branches.

FINANCIAL STATEMENT

(a) accounts paid during May and June to meet the normal  
expenses of the Society, totalling £458:14:11 and £431:1:5 respectively  
were examined and approved.

(b) a draft income and expenditure account for the year ended  
30th June 1965 and Balance Sheet as at that date were examined. A fall  
in subscriptions and the surplus on the sale of publications, which both  
occurred when no new publication was issued was noted. As this came in  
a year when accommodation at the Summer School had been curtailed, the  
result for the year was £1,534 less than in the previous year.

It was decided to increase the allocation to the Staff  
Fund to £800 leaving a balance of £247:6:7 to add to Capital Account.

Arising from an examination of investments it was noted  
that a correction in the Staff Fund investments was necessary.

It was decided to invest the money received on redemption  
of 5% Defence Bonds in 6½% East Lothian C.C. Loans.

(c) Estimates 1965/66. Draft estimates for the year ended  
30th June 1966 were considered, and after several amendments had been  
made, were approved. It was decided to substitute the "actual" income  
and expenditure for the year ended 30th June 1965 for the estimated  
figures, as giving a more reliable guide.

OTHER BUSINESS

Insurance: Miss Hadden reported that the Society's  
insurance policies had been reviewed, and as the public liability  
risks for branches was not included in the Headquarters' policy, the  
insurance company had prepared a scheme which was open to any branch  
to join and which would give them Third Party cover on advantageous  
terms. It was decided to recommend to the Executive Council that this  
insurance should be offered to Branches.

There being no other business the meeting closed at  
3.45 p.m. with a vote of thanks to the Chairman, proposed by Mr. Brown.

*D. Lochhead*  
6/11/65.

MINUTES of the FINANCE COMMITTEE held at  
the Savoy Park Hotel, Ayr, on  
Saturday, 6th November 1965 at 10.45 a.m.

PRESENT: Mr. Lochhead (in the Chair)  
Miss Adams, Mr. Litkenhead, Mr. Brown,  
Miss Browne, Mr. Macleod, Miss McFeat,  
Miss Milligan, Miss Rae, Mr. Sharpe,  
Miss Hadden (Secretary) and Miss Vaughan  
(Treasurer).

APOLOGY: An apology for absence was received from Mrs. Thomson.

MINUTES: The Minutes of the last meeting held on the 23rd July 1965 which had been circulated, were approved and signed by the Chairman.

BUSINESS ARISING: Branch Accounts Mr. Sharpe reported that he had heard nothing further about the disbanding of the Fricockheim Branch but would approach Mrs. McLellan again.

CORRESPONDENCE: Edinburgh Branch expenses of visit to Holland A letter from the Secretary was read asking for a contribution towards the expenses of the demonstration team's visit to Holland in July 1965. It was recommended that as the team went at the request of the Society a proportion of the expenses should be paid, amounting to £160.

FINANCIAL STATEMENTS:

(a) Accounts paid during July, August, September and October to meet the normal expenses of the Society totalling £3,322:10:1d, £5,203:1:5d, £557:17:5d and £1,108:13/- respectively, were examined and approved. It was noted that the July and August figures included Summer School expenses of £2,620:16/- and £4,312:19/- respectively.

(b) Bank Balances and Investments A statement of investments on general account and for the Staff Fund as at 31st October 1965, showing changes since the 1st July 1965 was examined and approved. A bank balance of £191:5:7d. at this date was noted.

(c) Summer School Account for 1965 was presented, and it was noted that after including the interest arising on the summer school (fees) account, there was a surplus of £387:10:6d. Miss Hadden reported that the charge for residence was to be increased in 1967, which would necessitate a review of the Society's fees.

ANNUAL GENERAL MEETING: Item 6 Mr. Lochhead indicated the lines on which he proposed to present the accounts for the year ended 30th June 1965 and the estimates for 1965/66 and these were approved.

ANY OTHER BUSINESS:

London Branch Expenses Bavarian team's visit. The Chairman explained that the Committee's rejection of the claim had arisen from a misunderstanding and it was agreed that the expenses of £58 should be paid in full and should be sent to the Branch with a letter of apology.

Correspondence from Adelaide Branch The Secretary reported that she had had several letters from the Secretary of Adelaide Branch regarding Mrs. Lesslie's visit to Melbourne in May 1966. Owing to the number of examination candidates being exceeded it was suggested that Mrs. Lesslie might conduct an examination in Sydney which would mean an extra air fare of approximately £27. After some discussion about the expense of this fare it was agreed to recommend that the Society should pay Mrs. Lesslie's expenses from New Zealand to Australia and that the Branches in Australia and the candidates should pay the cost of Mrs. Lesslie's travel in Australia. The Secretary was instructed to write to Adelaide Branch asking if this met with their approval.

Audit Fee A letter from Mr. McKinnon asking if the fee for 1965/66 could be raised by £5:5/- to meet rising costs was read. In accepting this increase it was agreed that in view of the inconvenience of sending the books to Ayr, after next year an Edinburgh firm should be appointed. Miss Milligan spoke of the help and kindness the Society had received from Mr. McKinnon in the early days, and it was agreed that a message of appreciation should be sent.

There being no other business the meeting ended with a vote of thanks to the Chairman proposed by Miss Adams.

*John Litkenhead*  
22<sup>nd</sup> January 1966

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of the FINANCE COMMITTEE held at 12 Coates Crescent,  
Edinburgh, on Saturday, 22nd January 1966, at 10.30.a.m.

PRESENT : Mr. Lochhead (in the Chair)  
Miss Adams, Mr. Aitkenhead, Mr. Brooks,  
Mr. Brown, Miss Browne, Miss McFeat,  
Miss Milligan, Mr. Sharpe, Mr. Thomson,  
Miss Hadden (Secretary) and Miss Vaughan  
(Treasurer).

APOLOGIES An apology for absence was received from Miss Rae.

1. MINUTES : The Minutes of the last meeting held on the 6th November, 1965, which had been circulated, were approved and signed by the Chairman.

2. BUSINESS ARISING :

- (a) Branch Accounts Mr. Sharpe reported that he had been unable to speak to Mrs. McLellan and it was decided that the Secretary should ask the Friockheim Branch to formally notify H.Q. of disbandment and send their books and bank balance to the Treasurer.
- (b) Dundee Branch An application for a grant towards the deficit on the Teachers' Certificate Class, amounting to £16. 4.11d, was considered and it was agreed to pay in addition to 50%, one-half of the remaining deficit to cover the cost of examinees from other Branches.
- (c) Bristol Branch Applications for delegates over-night expenses attending the A.G.M. were considered and it was agreed to ask them to apply to their Branch in the usual way for reimbursement.
- (d) Carlisle & Border Branch An application for a grant towards the cost of examination expenses, amounting to £4.16.6d, was considered and as the course had been held in conjunction with the local Technical College, which had taken the fees and paid the expenses, it was agreed to pay the examination expenses in full.
- (e) Correspondence The Secretary read letters of thanks from the London and Edinburgh Branches for grants towards expenses of hospitality to German Group and demonstration team to Holland. Miss Hadden also reported that she had received from Adelaide Branch the details of Mrs. Lesslie's air fare from New Zealand. It was agreed to ascertain from Mrs. Lesslie the amount of her travel expenses in New Zealand over and above the air fare.

3. FINANCIAL STATEMENTS

- (a) Accounts paid during November and December to meet the normal expenses of the Society totalling £790.2.10d and £448.19.2d respectively were examined and approved.
- (b) Investments and Bank Balances A statement of investments held at 31st December 1965 was examined and it was decided to invest £1,000 and £725 repayable from 5% Defence Bonds on 25th February 1966 in a 7½% Industrial loan stock. The bank balance at 31st December 1965 totalled £467. 5. 9d.
- (c) A comparative statement of income and expenditure for the six months ended 31st December 1965 was examined. This showed a deficit of £371, £57 above estimates.

4. BRANCH FINANCES /  
over

4. BRANCH FINANCES

Miss Vaughan stated that apart from overseas Branches, 11 had not yet sent in their accounts for 1964/65. Of those received, 26 showed deficits but only one appeared to be in difficulties. 31 had run classes at a loss, 13 demonstrations and 12 social functions. The number of Branches whose accounts were audited by a qualified accountant had increased.

5. OTHER BUSINESS:

New Publication The estimate from Bell Aird and Coghill Ltd., for printing 25,000 copies of the new pocket edition for £303.17.4d was accepted.

Re-wiring at H.Q. Miss Hadden stated that the Electricity Board had advised that the power circuit needed re-wiring and had submitted an estimate of £108. which was approved.

The Secretary reported that the Crane boiler, which heated water, was not giving satisfaction and suggested the purchase of an Ascot heater for the Caretaker's bathroom. After some discussion it was agreed to postpone the installation of a heater and to investigate the possibility of installing a gas water boiler in place of the existing solid fuel one.

Summer School Fees. The subject of a possible increase in Summer School fees was raised. It was agreed that all examination candidates should pay an extra 10/- per week, if this was approved by the Summer School Committee.

New Auditors. Suggestions for the names of new Auditors were invited and Mr. Brooks of Edinburgh Branch recommended the firm of Arthur Walker & Co., as Mr. Arthur Walker was keenly interested in the work of the Society. It was unanimously agreed to approach this firm with a view to taking on the Society's work.

Collins New Publication. Miss Milligan told the Committee that she had accepted an invitation from Messrs. Collins to write a book on technique in the same series as 101 Scottish Country Dances and 99 More Scottish Country Dances, and that she intended to give all Royalties from the sale of this book to the Society. Mr. Lochhead expressed the appreciation of the Society for Miss Milligan's generosity.

There being no further business the meeting closed at 11.55.a.m. with a vote of thanks to the Chairman proposed by Mr. Sharpe.

*Andrew Lochhead*  
7/5/66

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of the FINANCE COMMITTEE held at 12 Coates Crescent,  
Edinburgh, on Saturday, 7th May 1966, at 10.45.a.m.

PRESENT : Mr. Lochhead (in the chair)  
Miss Adams, Mr. Aitkenhead, Mr. Brooks,  
Mr. Brown, Miss Browne, Miss McFeat,  
Miss Rae, Mr. Sharpe, Miss Hadden (Secretary)  
and Miss Vaughan (Treasurer).

APOLOGIES: Apologies for absence were received from  
Miss Milligan and Mrs. Thomson.

1. MINUTES: The Minutes of the last meeting held on the 22nd January, 1966,  
which had been circulated, were approved and signed by the Chairman.

2. BUSINESS ARISING :

- (a) Frickheim Branch The disbandment of the Branch was approved, subject  
to the closure of the bank account.
- (e) Mrs. Lesslie's visit to Australia. The Secretary reported that a  
cheque for £78, covering the return fare from New Zealand, had been  
sent to Mrs. Lesslie.
- (5) Caretaker's Flat. The purchase of a gas circulator for hot water  
and a 'miser' fire for the Caretaker's sittingroom, at a cost of  
£84. 2. 11d, was approved.

3. FINANCIAL STATEMENTS.

- (a) Accounts paid during January, February and March 1966, to meet the  
normal expenses of the Society totalling £766.9.0d, £320.3.10d, and  
£487.2.6d respectively were examined in detail and approved.
- (b) Investments and Bank Balances. A statement of investments held at  
30th April 1966 was examined and it was noted that on the Stockbrokers  
advice £2000 Boots Pure Drug Co.Ltd. 6% Loan Stock 1978/85 had been  
purchased instead of a 7½% industrial loan stock, in order to take  
advantage of the higher capital appreciation.

It was agreed to invest £1000 from the Special Investment Department  
(Edinburgh Savings Bank) and £600 from the British Linen Bank (Savings  
Account) together with £500 invested in the County of West Lothian  
loan at 5½% due for repayment on the 15th May 1966, in a County Loan  
Stock yielding 6½%.

It was noted that the bank balance at 30th April 1966 was £407.

4. OTHER BUSINESS.

1. An application from the International Folk Music Council for an  
increased donation was considered and it was agreed to pay an additional  
£20. in the current year, and request a copy of the last accounts  
before deciding on future contributions.
2. Rates. The Secretary reported that the Society's Solicitor had  
advised that the revised assessment should be accepted because the  
increase from £188 to £342 was in line with neighbouring properties.
3. N.W. Ayrshire. An application for assistance towards the cost of  
training the junior team which had visited Canada was received from  
this Branch, and it was decided to make a grant of £30.
4. Storage. Miss Hadden reported that Bell, Aird & Coghill required the  
space in which the publications were stored, and had asked the Society to  
find alternative premises by the 30th April. This had not proved possible  
and the firm were now looking for a store. It was agreed that the new  
premises should be taken in the name of the Society under a long term  
agreement.
5. There being no other business the meeting ended at 12 noon with a vote  
of thanks to the Chairman proposed by Miss Browne.

*J. Hadden*  
28 July 1966

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY.

MINUTES of the FINANCE COMMITTEE held at UNIVERSITY HALL, ST. ANDREWS,  
on Thursday, 28th July 1966, at 2.30 p.m.

PRESENT: Mr. Lochhead (in the Chair)  
Miss Adams, Mr. Brooks, Miss McFeat,  
Miss Milligan, Mr. Sharpe, Mrs. Thomson,  
Miss Hadden (Secretary), and Miss  
Vaughan (Treasurer).

APOLOGIES: Apologies for absence were received from  
Mr. Aitkenhead, Mr. Brown, Miss Browne and  
Miss Rae.

MINUTES: The Minutes of the last meeting held on the 7th May 1966, which  
had been circulated, were approved and signed by the Chairman.

BUSINESS ARISING:

- (a) International Folk Music Council. Miss Vaughan reported that a  
copy of the 1965 accounts had been received. These showed a  
deficit of around £1,000 and if expenditure were not to be cut  
the main source of income, namely, subscriptions and donations  
would have to be substantially increased. It was agreed to ask  
for the 1966 accounts before deciding on the Society's contribution  
for 1967.
- (b) Storage. Miss Hadden reported that premises had been found next  
door to Bell Aird & Coghill, but owing to the Glasgow holiday the  
terms under which they could be leased had not yet been agreed.

FINANCIAL STATEMENTS:

- (a) Accounts paid during May and June 1966 to meet the normal expenses  
of the Society totalling £608:2:9d and £378:15:11d respectively  
were examined and approved.
- (b) The draft income and expenditure account for the year ended 30th  
June 1966 and Balance Sheet as at that date were examined. It was  
noted that there had been a fall in revenue from royalties and book  
sales. Miss Vaughan explained that no stock records had been  
received from Bell Aird & Coghill and that the figure had had to  
be calculated from the records available at Headquarters. In view  
of the sum involved, this was not satisfactory.  
  
It was decided to increase the allocation to the Staff Fund to £500  
leaving a balance of £263:4:11d to add to the Capital Account.  
  
Following the recent increase in bank rate it was decided to wait  
until other rates had been adjusted and then invest the cash balance  
in the Staff Fund in local authority loans.
- (c) Estimates 1966/67. Draft estimates for the year ending 30th June  
1967 were considered and after several amendments had been made were  
approved.

OTHER BUSINESS:

1. Sheffield Branch. The Secretary reported that the Sheffield Branch  
had made a loss of £24:19:- on its examination class through the  
withdrawal of the majority of the candidates during the course and  
at a time when expenditure could not be curtailed. It was decided  
to make a grant of £15 towards this deficit.
2. Donation to the Society. The Secretary reported that The Ndola  
Scottish Country Dance Society had disbanded because the Teachers,  
Mr. and Mrs. Oliphant Jackson, were leaving the country. The Club  
had very generously handed over the balance of their monies to the  
Society, amounting to £66.
3. There being no other business the meeting ended with a vote of  
thanks to the Chairman proposed by Miss Adams.

*J. Aitkenhead*  
5/11/66

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of the FINANCE COMMITTEE held in the Municipal Buildings, Stirling,  
on Saturday, 5th November 1966, at 11.15.a.m.

PRESENT : Mr. Lochhead (In the Chair)  
Miss Adams, Mr. Brown, Miss Browne, Miss McFeat, Miss Milligan,  
Miss Rae, Mr. Sharpe, Mrs. Thomson, Miss Hadden (Secretary) and  
Miss Vaughan (Treasurer).

APOLOGIES: An apology for absence was received from Mr. Brooks.

1. MINUTES: The Minutes of the last Meeting held on the 28th July 1966, which  
had been circulated, were approved and signed by the Chairman.

2. BUSINESS ARISING:

Storage. Miss Hadden reported that no further information had been  
received from the Firm who were storing the Society's publications  
in Glasgow. She had written suggesting that the sum of £10.0.0. per  
month was expensive and asked for lower terms on a long lease so that  
the Society could have security.

3. FINANCIAL STATEMENTS:

(a) Accounts during July, August, September and October to meet the  
normal expenses of the Society, totalling £695.13.0d, £548.12.1d,  
£250.9.1d and £1,551.9.1d, and additional payments of £1,414.18.0d.  
(July) and £6,267.19.0d (August) to meet Summer School expenses,  
were examined and approved.

(b) A statement of investments held at the 31st October 1966 was  
examined and it was decided to transfer £500 from the S.I.D. account  
with Edinburgh Savings Bank to meet current needs and to invest  
£1.500 in East Lothian County Council on behalf of the Staff Fund.

The Summer School account was examined and approved. In order to  
avoid confusion the Treasurer was instructed to show as two separate  
items Teachers' Expenses and Pianists' fees and expenses. Miss  
Hadden reported that it might be necessary to increase the cost  
for the 1967 Summer School.

4. ANNUAL GENERAL MEETING:

(i) Item 6. Mr. Lochhead went through the main points he proposed to  
make when presenting the audited accounts for 1965/66 and these  
were approved.

(ii) Item 8 (a) 1. Resolutions : These were studied in detail and it  
was agreed to recommend the acceptance of the one for the Dundee  
Branch asking that the premiums of the Public Liability Policy  
should be met by Headquarters for all Branches.

5. ANY OTHER BUSINESS:

(i) Staff Matters.

Miss Hadden reported on the appointment of a full time assistant,  
Miss Erskine, as from 24th October 1966 and the retirement of  
Miss Clark. Her duties would be taken over by Mrs. Simpson,  
who will continue part-time.

(ii) Coates Property Company.

The Secretary read a letter from The Coates Property Company  
asking if the Society would consider selling 12 Coates Crescent.  
Apparently this Company wish to buy a lot of property in the district.  
The Committee unanimously decided to decline the offer.

(iii) Dutch Branch Expenses.

The matter of travelling expenses for the Representative of the  
new Dutch Branch to Executive Council Meetings was raised. It was  
agreed that if a Representative came specially for the Meeting he  
should have travelling expenses paid from the point of entry into  
Britain. It is understood that members attending the Summer School  
do not claim travelling expenses for the Meeting held then.

The Meeting ended at 12.15.p.m. with a vote of thanks to the  
Chairman, proposed by Miss Adams.

*Andrew Lochhead*  
14/11/67.



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of the FINANCE COMMITTEE held at 12 Coates Crescent, Edinburgh on Saturday, 14th January, 1967, at 10.30 a.m.

PRESENT : Mr. Lochhead (In the Chair)  
Miss Adams, Mr. Brown, Miss McFeat, Mrs. Parker,  
Miss Rae, Mr. Raven, Mr. Sharpe, Mrs. Thomson,  
Miss Hadden (Secretary) and Miss Vaughan (Treasurer).

APOLOGY : An apology for absence was received from Miss Milligan

1. MINUTES : The Minutes of the last meeting, held on 5th November, 1966, which had been circulated, were approved and signed by the Chairman.

2. BUSINESS ARISING : Item 4(ii) - Branch Public Liability Insurance.

Miss Vaughan reported that a new policy covering all branches except those which were already insured locally and whose premiums had not yet expired, had been taken out on the 1st January 1967. The premium was based on a membership of 15,000 and would be adjusted at the end of the financial year, i.e. 30th June 1967, when all branches would be asked to confirm their membership again. The unexpired premium on the branch policy at 31st December 1966 totalled £12,223 and amounts of 5/- and over would be refunded to the branches concerned.

3. FINANCIAL STATEMENTS: (a) Accounts paid during November and December 1966 to meet the normal expenses of the Society, totalling £580.19.1d and £856.13.5d, were examined and approved.

(b) A statement of bank balances and investments was examined. Except for an increase in rate from 5% to 5½% in the Special Investment Department of the Edinburgh Savings Bank, there were no changes and it was noted that two local authority loans totalling £2,500 were redeemable on the 15th May, 1967.

Autumn School, Stirling. The financial statement showed a satisfactory surplus of £13.

(c) The comparative statement of income and expenditure for the six months ended 31st December 1966 was examined. This showed a surplus of £139 for the period, which was £51 below the estimated figure and £232 less than in the previous year, largely because the cost of running the Summer School had increased by £294.

Miss Hadden stated that owing to a change in administration, the expenses of the Summer School would be increased in 1967. It was decided to increase the fees to £12 per week, with the registration fee remaining at 10/-.

4. BRANCH FINANCES: Miss Vaughan stated that of 94 Branches, 12 had not made returns, 51 had shown a surplus and 31 a deficit on their last year's activities. The accounts for Branches who had deficits in excess of £50 were examined in detail.

It was agreed that Branches who had books on sale or return and made no returns for periods in excess of 12 months, should be requested to either return the books or pay for those they had.

It was agreed that Branches outside Great Britain should be charged postage on book orders.

5. OTHER BUSINESS: a) International Festival of Dancing, Edinburgh

The Secretary read a letter from Captain Bain, the Society's representative on the Scottish Board of Highland Dancing regarding a proposal made at a recent meeting of the Board, that a letter should be sent out to all Dancing Associations asking if they would guarantee £50 towards running an International Festival of Dancing in Edinburgh during July/August 1967.

The Committee discussed this at some length and it was agreed that further information was required before any decision could be made. The Secretary was therefore instructed to obtain more details, particularly about the form of prizes presented to successful competitors at the Festival. The matter would be decided at the next meeting.

b) Storage of Publications

Miss Vaughan stated that the Society's publications were now stored at 64 Cadogan Street, Glasgow, C.2., in the premises of Messrs. J. Thomson MacLeod Ltd. at £10 a month as from 5th December 1966. The rent payable to Bell, Aird & Coghill was £70 p.a. and a short period of overlap was being investigated.

c) New Publication

It was reported that an approximate estimate of £1,000 for the printing of 25,000 copies of a new publication had been received from Bell, Aird & Coghill Ltd. This was approved by the meeting.

d) Staff Matters

The Secretary's salary scale for future appointments was agreed at £850 to £1,200 per annum.

It was agreed that the full amount standing in the Staff Fund at the date of retirement should form the Society's gift to Miss Hadden.

There being no other business, the meeting ended at 11.45 a.m. with a vote of thanks to the Chairman, proposed by Mrs. Thomson.

*John Lochhead*  
6/5/67.

MINUTES of the FINANCE COMMITTEE meeting held at 12 Coates Crescent, Edinburgh, 3, on Saturday, 6th May, 1967 at 10.45 a.m.

PRESENT : Mr. Lochhead (In the Chair)  
Miss Adams, Miss McFeat, Mrs. Parker, Mr. Raven, Mr. Sharpe,  
Mr. Taylor, Mrs. Thomson  
Miss Grubb (Secretary), Miss Vaughan (Treasurer)

APOLOGIES : Apologies for absence were intimated from Miss Milligan,  
Miss Rae and Mr. Brown.

1. MINUTES : The Minutes of the last Meeting held on 14th January, 1967, which had been circulated, were approved and signed by the Chairman.
2. BUSINESS ARISING :
  - i. Branch Book Returns. Miss Vaughan reported that returns were overdue from the following Branches: Glasgow, Renfrewshire and North West Craven.
  - ii. International Festival of Dancing. Miss Grubb reported that no further information had been received.
  - iii. Staff Matters. Miss Grubb's appointment as Secretary as from the 1st April 1967 and her placing on the salary scale was confirmed.
3. FINANCIAL STATEMENTS:
  - a) Accounts paid during January, February, March and April 1967 to meet the normal expenses of the Society totalling £570.18.11d; £488.15.1d; £448.6.0d; and £547.1.2d were examined and approved.
  - b) A statement of bank balances and investments as at 30th April 1967 was examined. It was noted that the balance in the Staff Fund was £8,331.4.5d and it was agreed that this sum should be gifted to Miss Hadden.

Miss Vaughan explained that as the holding in Defence Bonds was not redeemable until July 17th, some temporary support from the main account would be necessary. This action was approved.

  - c) The comparative statement of income and expenditure for the nine months ended 31st March 1967 was examined. This showed a deficit of £173.6.8d which was £155 below the estimated figure and was £257 less than in the previous year.

4. REMIT FROM GENERAL PURPOSES COMMITTEE MEETING - 4th March, 1967

Financial Assistance to Branch Teams undertaking overseas tours

It was agreed that estimates, which must precede the visit, should accompany applications from Branches for financial assistance whether the Branch had received the invitation direct or had agreed to send a team at the request of Headquarters and that the amount given must depend on the circumstances in each case.

5. CORRESPONDENCE :

- a) Invitation from the Teachers' Association of Canada for an Examiner in September/October 1967.

Miss Adams reported that Miss Milligan was not now able to accept the invitation and had suggested Miss Adams should go. Miss Adams had had to decline with regret, partly because she felt that as this was her last year of office, she must attend the Annual General Meeting in Oban and support the new Secretary, and partly because of her responsibilities to the Glasgow Branch.

Mrs. Corson had accepted and it was agreed that her fare for the round trip would be paid by the Society. Any examination fees received and refund of travelling expenses (other than in the U.S.A.) would be payable to the Society.

b) Bell Aird & Coghill Ltd. - RSCDS Diary for 1968

It was agreed that it was too late to find out what support would be forthcoming from the members for a 1968 diary, but one for the following year might be feasible, if the demand was good. It was decided to refer the matter to the Executive Council.

6. OTHER BUSINESS : i. Bank Accounts

It was resolved that the main bank account and the Secretary's petty cash bank account be operated in accordance with the mandate dated 6th May 1967.

ii. Miss Hadden's retiral gift from members

Miss Vaughan reported that £446.15.2d had been received to date and it was agreed to keep the account open until the presentation at the Summer School.

iii. Expenses of Committees.

It was agreed to raise the scale which had been in operation since the 14th February 1959 and recommended the following rates for subsistence:-

up to 8 hours away from home	...	12/6
" " 12 " " " " "	...	23/-
" " 16 " " " " "	...	33/-
overnight allowance (24 hour period)		68/-

iv. Redecoration of 12 Coates Crescent

An estimate of £90 by Edward McInnes for redecorating the stairs and passage landing to the Caretaker's flat and all exterior painterwork, including railings, was accepted.

There being no other business the meeting ended at 12 noon with a vote of thanks to the Chairman proposed by Mrs. Parker.

*Flora H. Adams.*  
28.7.67.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY.

MINUTES of the FINANCE COMMITTEE held at University Hall, St. Andrews, on Friday, 28th July 1967, at 2.30 p.m.

PRESENT: Miss Adams, Miss McFeat, Miss Milligan, Miss Rae, Mr. Sharpe, Mr. Taylor, Mrs. Thomson, Miss Grubb (Secretary) and Miss Vaughan (Treasurer).

APOLOGIES: Apologies for absence were received from Mr. Lochhead, Mr. Brown and Mrs. Parker.

In the absence of Mr. Lochhead, it was proposed by Mr. Taylor, seconded by Mr. Sharpe, that Miss Adams be elected to the Chair.

Miss Adams then took the Chair.

1. MINUTES: The Minutes of the last meeting held on the 6th May 1967, which had been circulated, were approved and signed by the Chairman.
2. BUSINESS ARISING: Miss Rae asked if members' donations to Miss Hadden's retiral gift could still be sent in, and Miss Vaughan confirmed that the Fund would remain open until Friday, 4th August 1967.
3. FINANCIAL STATEMENTS:
  - (a) Accounts paid during May and June 1967 to meet the normal expenses of the Society, totalling £519:19:4d and £497:18:11d were examined and approved.
  - (b) The comparative statement of income and expenditure for the year ended 30th June 1967 was examined and the variances noted.
  - (c) The draft revenue and publication accounts for the year ended 30th June 1967 and Balance Sheet as at that date were examined and approved, subject to the allocation to General Revenue being increased from £100 to £300.
  - (d) The draft estimates for 1967/68 were examined and approved.
4. OTHER BUSINESS:
  1. Investments. Miss Vaughan stated that £2,100 5% Defence Bonds and £500 West Lothian County Loan had been redeemed and £1,500 temporary loan to East Lothian repaid. With the balance on current account there was £4,600 available for re-investment.

In view of the fall in bank rate, the local loans were now offered at 5¼% - 5½% and it was decided to invest £4,000 in industrial dated debenture and loan stock which were yielding between 7¼% and 7½% as follows:-

    - £1,000 I.C.I. Ltd. 7¼% Unsec. Loan Stock 1986/91 @ 99%.
    - £1,300 Courtaulds Ltd. 5½% Loan Stock 1994/96 @ 75%.
    - £1,000 Coates Paton Ltd. 7½% Loan Stock 1990/95 @ 26.
    - £1,000 Associated Portland Cement Ltd. 7½% Loan Stock @ 96.

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- ii. Royalties. Miss Milligan had generously donated the royalties and copyright of "An Introduction to Scottish Country Dancing" which was being published by Collins in the autumn. The terms were approved by the Committee and it was agreed that the memorandum of agreement should be signed by the Chairman and Secretary on behalf of the Society.
- iii. Salary Scale. It was agreed that Miss Erskine, who had joined the staff on the 28th October 1966, should be placed on the following scale: £670 x £30 to £800 and should receive an apportioned increment as from 1st July 1967.
- iv. It was agreed that on the occasion of her marriage she should receive a gift of her choice up to £10 in value.

v. Presentation to Miss Hadden. Miss Adams read a letter of thanks from Miss Hadden, in which she stated she had purchased an annuity with the Society's gift.

It was agreed to present the members' gift at a tea party following the Executive Committee meeting on the 4th August, the staff and members of the school would be entertaining Miss Hadden at a dinner that evening.

5. STORAGE: Miss Vaughan reported that J. Thomson Macleod had given one month's notice because of liability for rates, unless the property was wholly unoccupied. Aird & Coghill had intimated that they were not prepared to continue to despatch any but the current publication, unless the books were stored on premises adjacent to their offices. It was therefore decided to explore the possibility of using part of the old kitchen in the basement at 12 Coates Crescent for the purpose. Miss Milligan or Miss Adams, with Miss Rae agreed to see the caretaker and view the premises. Miss Vaughan was asked to contact Mr. Hardie and with Mr. Sharpe arrange for storage if the premises were suitable.

There being no other business the meeting ended at 4.15 p.m. with a vote of thanks to the Chairman proposed by Mr. Sharpe.

*J. Thomson Macleod*  
28/10/67.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of the Finance Committee held in the Caledonian Hotel, Oban, on Saturday, 28th October 1967 at 11 a.m.

PRESENT : Mr. Lochhead (In the Chair)  
Miss Adams, Mr. Brown, Miss McFeat, Mrs. Parker, Miss Rae,  
Mr. Sharpe, Mr. Taylor, Mrs. Thomson, Miss Grubb (Secretary),  
and Miss Vaughan (Treasurer).

APOLOGIES : Apologies for absence were intimated from Miss Milligan and Mr. Raven.

1. MINUTES : The Minutes of the last Meeting, held on the 28th July 1967, which had been circulated, were approved and signed by the Chairman.

2. BUSINESS : The Chairman read a letter of thanks from Mrs. Park (Miss Erskine) ARISING : for her wedding present.

3. FINANCIAL STATEMENTS :

- a) Accounts paid during July, August and September to meet the normal expenses of the Society totalling £342.3.10d, £498.11.11d and £536.0.2d respectively were examined and approved.
- b) A statement of bank balances and investments was examined. It was agreed to consult the brokers about investing the City of Edinburgh 5½% Mortgage Loan of £2,000 which was due for repayment on the 11th November 1967.
- c) Summer School, St. Andrews 1967  
The financial statement was examined and it was agreed to increase the allocation of administration expenses to one half for five months.

4. STORAGE OF BOOKS AT HEADQUARTERS

The Committee examined estimates for the purchase and erection of shelving at Headquarters, and decided to recommend to the Executive Committee that the cheaper one from Dexion for £304.15/- be accepted.

The need for heating the basement was considered and it was decided to seek the advice of the South of Scotland Electricity Board, through Mr. Brown.

A discussion on the quantity of each book which should be held in stock followed, and it was decided to refer the matter to the Publications Committee. In the meantime, the Secretary was asked to approach the Education Authority and Branches of the Society offering Books 6 - 20 inclusive, plus the Book of Alternative Tunes for 15/- plus postage; the offer to be available for a limited period. Another suggestion was a bookstall at the next Annual General Meeting.

5. ANNUAL GENERAL MEETING :

(a) Item 7 - Presentation of the audited accounts for 1966/67

Mr. Lochhead went through the explanatory notes which he proposed to use when he presented the 1966/67 Annual Accounts and these were approved.

(b) Item 9(b) and (c)

The Committee noted that the Glasgow Branch were proposing an increase in subscription to 7/6d of which the Branch would retain 3/-. This motion was on the lines of one previously put before the Annual General Meeting by the Executive Committee, and was supported by the Finance Committee.

- 2 -

The Committee considered the motions from the Dundee Branch. It was agreed that the Treasurer should point out that overseas Branches paid postage on books and bulletins etc, and were therefore not a burden to the Society on account of higher postal charges. It was also agreed that the Convener would remind delegates that all expenditure by the Finance Committee, other than the routine day-to-day transactions of the Society, was the subject of a recommendation to the Executive Council, as required by the Constitution.

6. OTHER  
BUSINESS : Nil

The meeting ended with a vote of thanks to the Chairman, proposed by Mr. Brown.

*Andrew Lochhead*  
13<sup>th</sup> Jan 1968.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a MEETING of the FINANCE COMMITTEE held at 12 Coates Crescent, Edinburgh on Saturday, 13th January 1968 at 10.30 a.m.

PRESENT : Mr. Lochhead (In the Chair)  
Miss Milligan (Vice-President)  
Miss Adams, Mr. Brown, Mr. Corbett, Mrs. Parker, Miss Rae,  
Mr. Raven, Mr. Taylor, Mrs. Thomson,  
Miss Grubb (Secretary) and Miss Vaughan (Treasurer)

APOLOGY : An apology for absence was intimated from Miss McFeat.

1. MINUTES : The Minutes of the last Meeting held on 28th October 1967, which had been circulated, were approved and signed by the Chairman.
2. BUSINESS ARISING : Storage of Books at Headquarters.  
The Secretary reported that Dexion hoped to commence the erection of shelving by the end of the month.
3. FINANCIAL STATEMENTS :
  - a) Accounts paid during October, November and December to meet the normal expenses of the Society totalling £1,389.3.5, £403.7.4 and £2,080.18.8 respectively were examined and approved.
  - b) A statement of bank balances and investments was examined. It was noted that the Society now held £7,643 in loan stocks, £14,000 in Corporation stocks and £1,000 in Government Securities. The broker had advised a purchase of £2,000 Turner & Newall 7% Unsecured Loan Stock 1987/97 costing £1,895.17.4 with the money received from the Edinburgh Corporation Stock.
  - c) Autumn School - Oban. A financial statement was presented which showed a surplus of £4.
  - d) The comparative statement of income and expenditure for the six months ended 31st December 1967 was examined. This showed a surplus of £107 for the period, which was £366 better than estimated.  
  
It was noted that the increase in fees for the Summer School had resulted in a surplus of £681. Although the charge for residents was to be increased, it was agreed to recommend that no increase in fees should be made this year.
4. STAFF MATTERS :  
The number of staff and their duties was reviewed and certain recommendations made.
5. BRANCH FINANCES : Miss Vaughan reported that of the 99 Branches, 17 had not sent in their 1966/67 annual accounts. 6 were overseas branches and 11 British. Of the accounts submitted, 31 showed an overall deficit which in the case of Glasgow and New Zealand exceeded £100. The average deficit for a Branch was £26.  
  
37 Branches had run classes at a loss, 11 demonstrations and 11 social functions. The increase in the annual subscription would mean that at the present level of expenditure, most Branches would be able to cover their administrative costs from this source in 1968/69.  
  
It was agreed that a Treasurers' Conference should be held. The suggested date and place was Saturday, 30th March, at the North British Hotel, Edinburgh.
6. OTHER BUSINESS :
  - i) Demonstration Team  
An application from Glasgow Branch for a contribution towards the cost of sending a demonstration team to Nice was received. It was agreed to offer a contribution of £10 towards the expenses of each member of the team and to consider any further assistance that might be requested when accounts were submitted.

- 2 -

ii) Retirement of Mrs. M. K. Brown

It was agreed to give a contribution of £5.5/- towards the present to Mrs. Brown on her retirement.

Mr. Corbett expressed appreciation of the Treasurer's work.

There being no other business, the meeting ended at 11.55 a.m. with a vote of thanks to the Chairman, proposed by Miss Adams.

*London Harvest*  
4<sup>th</sup> May 1968.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a MEETING of the FINANCE COMMITTEE held on Saturday, 4th May, 1968, at 10.30 a.m. at 12 Coates Crescent, Edinburgh, 3.

PRESENT : Mr. Lochhead (In the Chair)  
Miss Adams, Mr. Brown, Mr. Corbett, Miss McFeat,  
Miss Rae, Mrs. Thomson, Miss Grubb (Secretary)  
and Miss Vaughan (Treasurer)

APOLOGIES: Apologies for absence were intimated from:  
Miss Milligan and Mrs. Parker.

1. MINUTES : The Minutes of the last Meeting held on 13th January, 1968, which had been circulated, were approved and signed by the Chairman.
2. BUSINESS ARISING : Storage of Books. The Chairman reported that the books were now on the shelves and expressed appreciation of the work done by the 107th Edinburgh Group Scouts, at a very modest cost of £10.

3. FINANCIAL STATEMENTS :

- a) Accounts paid during January, February, March and April 1968 to meet the normal expenses of the Society totalling £421.14.6; £300.12.6; £800.4.10 and £289.11.2 respectively were examined and approved.
- b) i. Statement of Investments and Bank Balances was examined. The re-investment of £2,000 presently at 5½% in East Lothian Mortgages due for repayment on the 15th May 1968 for five years at 7½% was approved.  
The bank balance at 30th April 1968 at £1,325 was noted and it was agreed that £1,000 should be invested with East Lothian at 7 days call at the current rate.  
ii. The comparative statement of income and expenditure for the nine months ended 31st March 1968, was examined. This showed a surplus of £155 against an estimated deficit of £376. Income had exceeded estimates by £694 and expenditure had only exceeded estimates by £118.
- c) Life Membership Subscription: It was agreed to recommend that the Executive Council should submit a resolution to the next Annual General Meeting that the fee be increased from £3.3/- to £5.5/-, of which Branches would retain £2.2/-, this being the same proportion as the annual subscription. The increase would take effect from the date of passing the resolution.

4. BRANCH TREASURER'S CONFERENCE :

Miss Vaughan reported that a successful half-day Conference had been held on the 30th March 1968, when using the revision of the Branch Treasurer's Guide as a basis, the problems of Branch Treasurers were examined and discussed. Guidance was sought on two matters, namely, responsibility for Branch funds received too late to bank (i.e. after a social function) and the period for which Branch records should be kept. The Treasurer was asked to enquire if the first could be covered by insurance, and to include in the new guide recommendations about the disposal of records.

5. OTHER BUSINESS : 1. Visit to Belgium by Edinburgh Branch Team. It was agreed to contribute £10 per member of the team, up to a total of £120. Mr. Brown expressed appreciation on behalf of Edinburgh Branch.

2.

2. Gift to Mrs. Simpson. It was decided to give Mrs. Simpson two weeks' holiday pay and a gift of her choice up to £10.

3. Repairs. The following estimates were approved:

Retreading basement stairs -	£14.10.0
Cleaning premises -	£51.13.0
Painterwork -	£95.0.0

4. Treasurer's Assistant. In view of the Society's exemption from Selective Employment Tax, it was agreed that the salary of £5 per week as from 4th March 1968, plus National Insurance, payable to Mrs. Helen Strathearn, part-time assistant on Miss Vaughan's staff, should now be paid to her as an employee of the Society, and that Miss Vaughan's inclusive remuneration should be reduced by an equivalent amount.

6. DATE OF NEXT MEETING :

Saturday, 27th July at 2.30 p.m. at St. Andrews.

There being no other business, the Meeting ended at 11.45 a.m. with a vote of thanks to the Chairman.

*James B. Brown*  
27/7/68

MINUTES of a MEETING of the FINANCE COMMITTEE held on Saturday, 27th July 1968, at 2.30 p.m. in University Hall, St. Andrews.

PRESENT: Miss Adams, Mr. Brown, Mr. Corbett, Miss McFeat, Miss Milligan, Mrs. Parker, Mr. Taylor, Miss Thomson, Miss Grubb (Secretary) and Miss Vaughan (Treasurer).

In the absence of the Convenor, Miss Adams proposed, and Miss McFeat seconded, that Mr. Brown be elected to the Chair.

APOLOGIES: Apologies for absence were received from Mr. Lochhead and Miss Rae.

1. MINUTES: The minutes of the last meeting held on the 4th May 1968, which had been circulated, were approved and signed.

2. FINANCIAL STATEMENTS:

(a) Accounts paid during May and June 1968, to meet the normal expenses of the Society, totalling £826. 7.1d and £546.19.3d respectively were examined and approved.

(b) A statement of investments and bank balances was examined and approved.

(c) The draft income and expenditure account for the year ended 30th June 1968 and the Balance Sheet as at that date were presented by the Treasurer. She explained that the three factors which had led to an excess of expenditure over income for the year were:-

i. the transfer of book stocks from the printers to Headquarters, and the disposal of surplus stocks at bargain prices.

ii. and increase in expenditure at Headquarters particularly in the caretaker's flat. Miss Vaughan was asked to prepare a statement showing the cost of heating and hot water over the past five years.

iii. the general rise in price reflected in higher stationery and telephone bills and postage charges etc. which had not been fully offset by increased income.

In view of the deficit no allocation to reserves could be made.

iv. estimates: the estimates for the year ending 30th June 1969 were examined and several amendments made.

3. OTHER BUSINESS

i. Office Equipment Miss Grubb reported that a gift had been made to Headquarters and that she had used it to purchase an office chair.

ii. Examination Fee It was decided to recommend to the Executive Council ~~Committee~~ that the examination fee should be increased from 10/- to 15/- a candidate.

iii. Miss Simpson Miss Grubb read a letter of thanks from Miss Simpson for her present.

There being no other business, the meeting ended at 4 p.m. with a vote of thanks to the Chairman.

*J. B. Brown*  
2/11/68

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a MEETING of the FINANCE COMMITTEE held on Saturday, 2nd November 1968 at 10 a.m. in the Music Hall, Edinburgh.

PRESENT : Mr. Brown (Vice-Chairman),  
Miss Adams, Mr. Corbett, Miss McFeat, Mrs. Parker,  
Miss Rae, Mr. Taylor, Mrs. Thomson,  
Miss Vaughan (Treasurer) and Mrs. Park (for Miss Grubb, Secretary).

APOLOGIES : Apologies for absence were intimated from:  
Miss Milligan, Mr. Lochhead and Miss Grubb.

In the absence of the Convener, Mr. Lochhead, members agreed that Mr. Brown should chair the meeting.

The Chairman announced the death on 15th October 1968 in South Africa of Mrs. Stewart of Fasnacloich, a co-founder of the Society.

1. MINUTES : The Minutes of the last Meeting, held on 27th July 1968, having been circulated, were approved and signed, subject to amendment of Item 3(ii) to read "Executive Council" and not "Executive Committee".
2. FINANCIAL STATEMENTS :
  - a) Accounts paid during July, August and September 1968, to meet the normal expenses of the Society, totalling £2,734.12.11; £7,404.15.3; and £675.3.1 respectively were examined and approved.
  - b) Miss Vaughan reported one change in the investments. The rate of interest in the County of East Lothian loan of £1,000 at seven day call, had been reduced from 8½% to 7%.
  - c) Summer School, St. Andrews The financial statement for the 1968 School was examined. It was found that fees had increased £150 to £10,527 and interest by £22 to £78, but because of the higher charges for residence, the surplus had been reduced from £744 to £148. In the course of the examination of the account, it was requested that in future fees and expenses for Examiners and Pianists be shown separately from expenses paid to Teachers.

3. ANNUAL GENERAL MEETING

a) Item 6 - Presentation of the audited accounts for 1967/68  
Mr. Brown went through the explanatory notes which he proposed to use when presenting the annual accounts at the Annual General Meeting, and these were approved.

b) Item 8 -

i) Increase in the Life Membership Subscription from £3.3.0 to £5.5.0. This motion was being put forward by the Executive Council in order to bring Life Membership subscriptions into line with the increased annual membership subscriptions.

ii) That a Society Teacher requested by an overseas branch should receive no financial assistance from the Society. This motion was put forward by Dundee Branch.

The Chairman then read to the meeting extracts from Executive Council Minutes of 5th December 1959 and 4th August 1967, which indicated the Society's present policy in this matter.

4. OTHER BUSINESS : a) Bristol Branch - Chain of Office for Presiding Chairman

The Chairman read a letter from Bristol Branch in which they requested advice on the purchase of a Chain of Office for their Chairman. It was felt that although this was an internal matter for the Branch, the Secretary should write and offer assistance with the selection of a design, should this be required.

- 2 -

b) South African Tour

Mr. Brown read notes on the proposed visit by a South African Folk Dance Society, but it was considered that the item should be presented to the Executive Council for their consideration.

c) Disbandment of Branches

Newton-Stewart Branch had reported the loss of their teacher. It was agreed that the Branch could continue and members should attend classes at adjoining branches, until another teacher could be found or trained.

There being no other business, the meeting ended at 11.25 a.m. with a vote of thanks to the Chairman, proposed by Miss Rae.

*Andrew Brown*  
25/1/69



MINUTES of a MEETING of the FINANCE COMMITTEE held on Saturday, 25th January, 1969 at 12 Coates Crescent, Edinburgh at 11 a.m.

PRESENT : Mr. Lochhead (In the Chair)  
Miss Milligan (Vice-President)

Mr. Aitkenhead, Mr. Brown, Mr. Corbett, Miss McFeat,  
Mrs. Parker, Miss Rae, Mr. Taylor, Mrs. Thomson,  
Miss Vaughan (Treasurer) and Miss Grubb (Secretary).

1. MINUTES : The Minutes of the last Meeting held on 2nd November 1968, having been circulated, were approved and signed.
2. FINANCIAL STATEMENTS: a) Accounts paid during October, November and December 1968 to meet the normal expenses of the Society, totalling £1,132.6/-. £532.19.9 and £772.18.8 respectively, were examined and approved.  
b)i.) Investments. It was decided to invest £1,000 now held on deposit account in G.L.C. Loan Stock at 7½% or similar investment. It was observed that certain Corporation stock held by the Society would be repayable in May 1969 and Mrs. Parker suggested that at the next Finance Committee meeting the Treasurer presents a list of suitable stock for the consideration of the Committee. This was agreed.  
ii) Autumn School A financial statement was presented which showed a small deficit of £9.14.6.  
c) The comparative statement of estimated and actual income and expenditure for the six months ended 31st December 1968 was examined in detail and approved.
3. ANNUAL GENERAL MEETING : Mr. Brown, Chairman of the Edinburgh Branch, stated that by fund-raising efforts in the Branch and Civic Luncheon given to the Society, the cost of holding the Annual General Meeting had been largely met, and no application would be made for a contribution from the Society. He was warmly thanked by the Chairman.
4. BRANCH FINANCES : Miss Vaughan reported on the financial position of the Branches based on the 1967/68 annual accounts. Over 20 Branches showed deficits ranging from a few shillings to £133. It was anticipated that the increase in ordinary and life membership subscriptions would go a long way towards meeting the higher day to day administrative expenses.
5. TAPE RECORDINGS: Mr. Gradon had produced 26 tapes of the music in Book 24. It had been calculated that 30/- per tape would cover the bulk purchase of tapes plus a fee of £12.10/- to the pianist. Mr. Gradon was making no charge for his time or the use of his equipment in producing these tapes and it was agreed that a payment of £39 be made to Mr. Gradon. In view of the interest in the tape, it was decided to ask Mr. Gradon if he would produce a further 25 tapes for the same financial consideration. It was agreed that purchasers should pay £2 per tape.
6. CORRESPONDENCE:  
Letter from Bell, Aird & Coghill (1968) Ltd.  
It was agreed to authorise Bell, Aird & Coghill (1968) Ltd. to dispose of printing plates - keeping Books 23 and 24 only - at the best price they could obtain for the metal.
7. SOUTH AFRICAN TOUR : The Chairman announced that later in the meeting the Finance Committee would be joined by representatives from Branches. They would then discuss in detail what arrangements could be made for the visit of the South African Folk Dance Group (3rd - 8th July 1969). It was agreed to allocate £300 to meet contingencies.
8. OTHER BUSINESS : a) Summer School Fees  
It had been recommended by the Summer School Committee that the registration fee for residents be increased to £1. This was approved.

b) Chairman's Badge of Office

Miss McFeat invited the meeting to consider the possibility of providing a chain for the Chairman's Badge of Office in place of the present ribbon. A photograph showing a suitable style was circulated. The idea was favourably received by members present. It was, however, considered to be an item which should be presented to the Executive Council.

The business of the Finance Committee concluded at 12 Noon. At this point the Chairman welcomed Branch representatives to the Finance Committee for the purpose of discussing arrangements in connection with the forthcoming visit of the South African Folk Dance Group.

*Andrew Corbett*  
3rd May 1969

MINUTES of a MEETING of the FINANCE COMMITTEE held at 12 Coates Crescent, Edinburgh on Saturday, 3rd May 1969 at 11.30 a.m.

PRESENT : Mr. Lochhead (In the Chair)  
Miss Milligan (Vice-President)  
Mr. Aitkenhead, Mr. Brown, Mr. Corbett, Miss McFeat,  
Mrs. Parker, Miss Rae, Mrs. Thomson, Mr. Taylor,  
Miss Vaughan (Treasurer) and Miss Grubb (Secretary).

1. MINUTES : The Minutes of the last Meeting held on 25th January, 1969, having been circulated, were approved and signed.

2. BUSINESS ARISING : Tape Recordings: Mr. Gradon had offered to make further tapes for the Society at 35/- each, the increase of 5/- to make some contribution towards the cost of maintaining his equipment. The new price was approved and it was agreed that the selling price should remain at £2. The increase to apply to present order.

3. FINANCIAL STATEMENTS: a) Accounts paid during January, February and March, 1969 to meet the normal expenses of the Society totalled £1,082.19.7; £477.11.8 and £326.16.5 were examined and approved.

b) Investments. A statement of investments as at 31st March, 1969 was examined. It was noted that on the broker's advice £1,000 had been invested in Bristol Corporation 3½% Redeemable Stock 1970/74 costing £990.16.6.

It was decided to re-invest £3,000 which was due for repayment on the 5th May 1969 by Edinburgh Corporation in a similar loan at 8%. The re-investment of £1,000 also due for repayment on the same day to wait until the renewal terms had been received from the County of West Lothian.

c) The comparative statement of estimated and actual income and expenditure for the nine months ended 31st March 1969 was examined and it was noted that the seasonal deficit was £447, less than had been forecast.

4. OFFICE EQUIPMENT: The present system used for addressing communications to Headquarters Life Members had become obsolete and it was essential to replace the equipment. For this purpose, the Committee recommended the expenditure of £202 on the necessary Addressograph equipment.

5. ANNUAL CLEANING: An estimate for the annual cleaning of the offices at a cost of £58 was accepted. Minor repair to carpet was approved.

As the office premises of the Society now come under the Offices, Shops and Railway Premises Act 1963, certain fire precautions must be observed. These include the fitting of a self-closing mechanism to the communicating door between ground floor and basement and the provision of two fire extinguishers. The installation of the fire warning system was to be considered in conjunction with other owners of the property.

6. SOUTH AFRICAN TOUR:

The Chairman reported that arrangements were going well and he anticipated that the sum set aside for contingencies would be adequate.

7. OTHER BUSINESS : a) The Chairman intimated that the Duns and District Branch would like to present a chain for the Chairman's Badge of Office and this generous offer was gratefully accepted.

b) West Dunbartonshire Branch. It was agreed to support the Branch request for assistance in the conduct of an Examination Class in view of the extremely scattered area in which it operates. The deficit of £25.10/- would be covered.

c) World Federation of Scottish Societies and Individuals. It was agreed to recommend that the Society subscribe to this organisation as it would be to the advantage of this Society. The annual subscription is two guineas.

DATE OF THE NEXT MEETING was arranged for Saturday, 26th July, 1969 2.30 p.m. at St. Andrews.

There being no further business, the meeting ended at 12.30 p.m. with a vote of thanks to the Chairman, proposed by Mr. Brown.

*John Aitkenhead*  
26/7/69

MINUTES of a MEETING of the FINANCE COMMITTEE held at  
University Hall, St. Andrews, Fife on Saturday, 26th  
July, 1969 at 2.30p.m.

PRESENT: Mr. Lochhead (In the Chair)  
Miss Milligan (Vice-President)  
Mr. Corbett, Miss McFeat, Mrs. Parker, Miss Rae,  
Mr. Taylor, Mrs. Thomson.  
Miss Vaughan (Treasurer) and Miss Grubb (Secretary).

APOLOGIES: Apologies for absence were received from Mr. Aitkenhead  
and Mr. Brown.

1. MINUTES: The minutes of the last meeting held on 3rd May, 1969 having  
been circulated, were approved and signed.

2. BUSINESS ARISING:

Chain for Chairman's Badge of Office: The Chairman enquired if it would be  
possible for the Chain for the Chairman's Badge of Office to be available for  
the Annual General Meeting in November. Miss Rae of Duns and District  
Branch advised that there had been some delay in commencing the work, but  
every endeavour would be made to have it available by that time.

3. FINANCIAL STATEMENTS:

(a) Accounts paid during April, May and June, 1969 to meet the normal  
expenses of the Society totalling £250.11.3d., £647.17.10d. and  
£672.12.0d. were examined and approved.

(b) The draft Income and Expenditure Account for the year ended 30th June,  
1969 and the Balance Sheet as at that date were presented by the  
Treasurer and examined and approved, subject to the allocation of  
£500. to the Staff Fund and £300. to General Reserve. It was noted  
that the membership for the year was down with annual subscriptions  
of approximately 10,350 and total Life membership of 4,145. It was  
agreed that these figures appear in the Annual Report.

(c) The draft estimates for 1969/70 were examined and approved.

4. TRAVEL EXPENSES FOR EXECUTIVE AND SUB-COMMITTEE MEMBERS: After discussion it was  
agreed to propose that members could claim for 2nd class rail fare or cost of  
petrol ~~if a public transport is available.~~ Subsistence  
rates to remain unchanged at:-

up to 8 hours away from home	12/6d.
" " 12 hours away from home	23/-
" " 16 hours away from home	33/-
overnight allowance (24 hour period)	68/-

5. CORRESPONDENCE:

Letter from Mr. W. Clement about a contribution to a team attending the  
Nice Festival: It was proposed to make a donation of £20. to assist with  
the fares of the team of senior pupils from Wallace Hall Academy. They had  
been invited to give a demonstration at the Nice Festival. The team had  
been trained by Mr. Clement of Dumfries Branch and the Committee, whilst not  
wishing to create a precedent, would recommend that their proposal be  
accepted.

6. OTHER BUSINESS:

(a) Summer School Rates: The Chairman advised that the Society had received  
notice of increased rates which would require to be paid to the  
University Authorities for the 1970 Summer School.

(b) Leamington Spa Branch Funds: The Secretary read a letter from the  
Acting Secretary of the Leamington Spa Branch. This outlined their  
financial difficulties and requested advice on the problem. The  
Secretary and Treasurer were asked to look into the matter and report.

(c) Office Equipment: An estimate for £60. for the overhaul of the Roneo  
duplicator was accepted.

(d) Visiting Examiner - North America: It was agreed that the sum of  
£120. be allocated towards Miss McLaren's travelling expenses.

There being no further business, the meeting ended at 4 p.m. with a vote of  
thanks to the Chairman, proposed by Mrs. Parker.

*Chairman*  
1st Nov 1969.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a MEETING of the FINANCE COMMITTEE, held at the Cairndale Hotel, Dumfries on Saturday, 1st November 1969 at 10.30 a.m.

- PRESENT : Mr. Lochhead (In the Chair)  
Miss Milligan (Vice-President)  
Mr. Aitkenhead, Mr. Brown, Mr. Corbett, Miss McFeat,  
Mrs. Parker, Miss Rae, Mr. Taylor, Mrs. Thomson,  
Miss Vaughan (Treasurer) and Miss Grubb (Secretary).
1. MINUTES : The Minutes of the last Meeting, held on 26th July 1969, previously approved by the Executive Council on 9th August 1969 subject to the deletion in Item 4 of the words "to cover travel where no public transport is available" were signed.
2. BUSINESS ARISING : Leamington Spa Branch  
The Treasurer reported that the financial position at Leamington Spa indicated that the Branch could not continue and it would appear probable that the Branch would disband.
3. FINANCIAL STATEMENTS : a) Accounts paid during July, August and September, 1969 to meet the normal expenses of the Society totalling £5,844.12.5; £5,600.14.0.; and £859.19.9 respectively, were examined and approved.  
b)i) A Statement of Bank Balances and Investments was received. Miss Vaughan reported that the defence bonds had been redeemed on 20th September.  
ii) The St. Andrews Summer School statement for 1969 was presented. With the increase in students' fees, the expenditure had been fully covered and after bringing in interest on the Summer School Fees Account of £88 and a difference on exchange of £18, had resulted in a surplus of £433.
4. SOUTH AFRICAN TOUR : An interim statement covering the Tour in Scotland of the South African Folk Dance Group from 3rd to 8th July 1969 showed expenditure of £695.7.8. Donations from Branches had totalled £44.18.0 and fees for displays £67.12.0. The Dance Group had contributed £260.18.0 to cover the expenses of extra members who were not part of the team, and this left a deficit of £322.16.0. It was understood that further donations had still to come and a final statement would be presented at the next meeting.
5. OFFICE MAINTENANCE : It was recommended that a sum not exceeding £40 be allowed for the replacement of curtains in the Secretary's office.  
As a result of the change in the method of heating the hot water supply in the premises, the builder recommended the sealing off of the chimney which had previously acted as a vent. The Committee recommended the acceptance of this advice and also that necessary joinery work at fireplace be carried out.
6. ANNUAL GENERAL MEETING : The Chairman outlined the remarks he proposed to make at the Annual General Meeting in the afternoon.
7. ANY OTHER BUSINESS : a) Commonwealth Games  
The Chairman announced that the Society had been invited to send 16 teams to participate in the Opening Ceremony of the Commonwealth Games in Edinburgh on 16th July 1970. The Society had accepted the invitation. The question of expenses for those participating in this event had been raised, but it was felt that the Society should endeavour to support this venture without calling for assistance from the organisers. It was agreed that the Society should endeavour to make this their contribution to an all Scotland event.

2.

b) Pitlochry Theatre

The Chairman invited Miss Milligan to speak on the subject. Miss Milligan indicated that she had been approached as an individual by the Pitlochry Theatre Company and invited to subscribe to their organisation which at the present time is in financial difficulties. She felt that the work was worthy of the notice of the Society and suggested that a subscription at present paid to the International Folk Music Council, which appeared to have little interest in The Royal Scottish Country Dance Society or its activities, might be better used by the Pitlochry Theatre which is working for Scottish interests. She thought it might be possible to interest the theatre in including afternoon performances of Scottish Country Dancing during their season.

Subject to the terms of the Constitution, Mr. Corbett proposed that the present annual subscription of £20 paid to the International Folk Music Council be discontinued and a nominal fee, not in excess of five guineas, substituted and that the sum of £20 be paid to the Pitlochry Theatre. This payment would be reviewed next year, subject to Miss Milligan making satisfactory arrangements for displays as previously indicated, and the committee approved.

c) Ashley Scottish Country Dance Group

The Chairman read a letter from the Treasurer of the Ashley Scottish Country Dance Group in which the Group expressed its appreciation for the help and encouragement received through the Society's publications and enclosed a donation of £5. The Committee were greatly encouraged by this and suggested that the Group be invited to affiliate to the Society.

d) Annual General Meeting - Perth 1970

Miss McFeat was concerned that it might not be possible to have a Civic Reception at the 1970 Annual General Meeting in Perth. A Cocktail Party had been proposed, but this might not fit in with the other arrangements at that time, and a Coffee Morning might be preferred. After discussion, it was suggested if the host branch was unable to arrange a Luncheon, the Society would provide this for the Branch representatives.

In closing the meeting, the Chairman expressed appreciation to members for their work during the past year.

Mr. Corbett proposed a vote of thanks to the Chairman and the meeting ended at 11.55 a.m.

James B. Brown  
17/1/70

MINUTES of a MEETING of the FINANCE COMMITTEE held at  
12 Coates Crescent, Edinburgh on Saturday, 17th January 1970  
at 10.30 a.m.

PRESENT : Mr. Brown (In the Chair),  
Mr. Aitkenhead, Mr. Corbett, Miss McFeat, Mrs. Parker,  
Miss Rae, Mrs. Thomson, Miss Vaughan (Treasurer) and  
Miss Grubb (Secretary)

APOLOGIES : Apologies for absence were intimated from:  
Miss Milligan and Mr. Lochhead

The Chairman welcomed members to the reconstituted Finance Committee.

1. MINUTES : The Minutes of the last meeting, held on 1st November, 1969, previously approved by the Executive Council on 6th December, 1969, were signed.
2. BUSINESS ARISING : Pitlochry Theatre  
The Chairman reminded members of the discussion at the previous Finance Committee Meeting when it had been agreed to keep the association with the International Folk Music Council with a reduced subscription. A reminder notice had been received indicating that the minimum subscription is £2.10.0. and it was agreed that this should be paid. The donation of £20 previously suggested by the Finance Committee and endorsed by the Executive Council was to be paid to Pitlochry Theatre.
3. FINANCIAL STATEMENT :
  - a) Accounts paid during October, November and December 1969 to meet the normal expenses of the Society, totalling £1,173.8.0; £343.13.1; and £2,016.15.7 respectively, were examined and approved.
  - b) i) A statement of bank balances and investments was received. It was agreed to invest the Pension Fund, now in a bank deposit account, and the £1,000 County of East Lothian loan maturing on the 15th May, 1970 in high yielding local authority loans; the final selection to be made in consultation with the Chairman and Vice-Chairman.
  - ii) Autumn School, Dumfries. The statement showed a surplus of £14.18.0 and the Committee wished to place on record their appreciation of the work of the officials of the Dumfries Branch which had made the occasion such a success.
  - iii) Tour in Scotland of the South African Folk Dance Group. It was agreed to include as far as it could be ascertained, the hospitality provided by Branches. It was noted that the deficit of £238.2.2 was within the allocation of up to £300 previously sanctioned as the Headquarters contribution towards the expenses of the visit.  
The Secretary confirmed that letters of thanks had been sent to all the Branches concerned.
  - c) Comparative statement of Income and Expenditure for the six months ended 31st December 1969. The Treasurer presented the figures and stated that some estimated figures had had to be included because all the December accounts were not yet in. A deficit was expected at this time of year, and was £84. less than had been estimated.
4. SUMMER SCHOOL FEES : St. Andrews University had advised a considerable increase in the charge to be made for residents at the Summer School and in consideration of this, the Committee recommended that the weekly charge for residents should be increased to £14. The registration fee would remain unchanged at £1. It was recommended that the registration fee for non-residents should be increased to £1. It was considered that these members benefitted from the University facilities as much as residents and as these facilities were costing more, it was only fair that non-residents contributed towards the additional expense.

5. BRANCH FINANCES : Miss Vaughan stated that the Branch annual accounts under review were the first to include the increased subscriptions. Eleven Branches had not yet sent in their accounts, of which six were overseas Branches and reminders were being sent. Twenty-seven Branches showed a deficit and the four cases where this exceeded £50 were examined in detail. The Treasurer was asked to obtain more information from the U.K. Branches who were making serious losses on their classes to see if better arrangements could be made and whether help could be obtained from the local authorities.
6. OTHER BUSINESS :
  - a) Committee Travelling Expenses and Subsistence Allowance  
The Chairman read a letter from Mr. Lochhead which indicated that members were still in doubt as to how to compute their expenses when attending meetings. The Secretary and Treasurer were instructed to prepare a memo detailing allowable charges and this should be despatched with the Agenda for the next meeting of the Executive Council. It was also recommended that the Chairman make a statement on the subject at that meeting.
  - b) Decimalisation - Book Prices  
With the introduction of decimal currency, it would be necessary to delete the sixpence from book prices and it was recommended that existing stocks of Books Nos.6-21 inclusive be reduced to 3/-. Reprints of any of these books and publications from No.22 onwards should be priced at 5/-. Before a final decision could be made, it was agreed that it would be necessary to consult publishers and booksellers - Paterson's Publications Ltd. who publish Nos.1-5.  
The question of the continuing high stock held was raised and it was recommended that the Publications Committee should give this their consideration. It was suggested that excess stocks might be given free to Youth Organisations to use at their discretion.
  - c) Annual General Meeting - Perth - 1970  
Miss McFeat reported that the Royal Burgh of Perth had offered a Civic Luncheon for not more than 70 persons on the occasion of the 1970 Annual General Meeting. The Chairman thanked Miss McFeat for making this arrangement.
  - d) Office Furnishings  
The Secretary reported that the stock of crockery for use at Headquarters was somewhat depleted. The meeting authorised a sum not exceeding £20 for replacements.
  - e) Office Maintenance  
Mr. Aitkenhead enquired about the heating system in the office - it appeared somewhat inadequate. The meeting agreed with his comments and the Chairman indicated that he would interest himself in the subject, in conjunction with the Secretary, and endeavour to put forward some proposals for consideration.

There being no other business, the meeting ended at 12.05 p.m. with a vote of thanks to the Chairman, proposed by Mr. Aitkenhead.

James B. Brown  
Secretary  
2/5/70

MINUTES of a MEETING of the FINANCE COMMITTEE held at  
12 Coates Crescent, Edinburgh on Saturday, 2nd May 1970 at 10.30 a.m.

PRESENT : Mr. Brown (In the Chair)  
Miss Milligan (Vice-President)  
Mr. Litkenhead, Mr. Corbett, Mr. Lochhead,  
Miss McFeat, Mrs. Parker, Miss Rae, Mr. Taylor,  
Mrs. Thomson  
Miss Vaughan (Treasurer) and Miss Grubb (Secretary)

1. MINUTES : The Minutes of the last Meeting, held on 17th January 1970, previously circulated, were approved and signed.
2. BUSINESS ARISING : South African Tour  
The Treasurer will prepare a final statement for presentation at the next meeting of the Finance Committee.
3. FINANCIAL STATEMENTS :
  - a) Accounts paid during January, February and March 1970, to meet the normal expenses of the Society, totalling £497.4.9; £496. 0. 6d and £238.9.6 respectively, were examined and approved.
  - b) A statement of bank balances and investments was received. Miss Vaughan reported that £750 had been invested in the City of Edinburgh mortgage loan at 8½% for five years on behalf of the Pension Fund, and £1,000 at 8½% for three years for the main account.
  - c) Comparative statement of Income and Expenditure for the nine months ended 31st March 1970. These showed a deficit of £268 which was partly accounted for by a fall in subscription income and partly by a rise in costs particularly of stationery. The picture generally was considered satisfactory.
4. BRANCH ACCOUNTS : The Treasurer reported that of the two Branches which had notified intention of winding-up, the Leamington Spa Branch was reporting a good recovery and would be continuing, but no reply had been received from Laven.
5. CONVERSATION OF SUBSCRIPTIONS ARISING FROM DECIMALISATION  
The Chairman announced that a letter had been received from Manchester Branch indicating that an increase to 40p would be acceptable. A letter from Ayr Branch indicated that that Branch was in favour of reducing the subscription to 35p, as the fairly recent increase had already contributed to the decline in membership throughout the Society.  
Mrs. Parker spoke on behalf of Ayr Branch and indicated that members there would prefer to see a slight reduction in the annual subscription and when occasion demanded, a Branch could supplement its income with fund-raising activities.  
An increase of 40p was favoured by the Committee and a re-allocation of the proportions - 50% to Branches and 50% to Headquarters, giving an increase of 1/- per member to Branches.  
The Chairman reminded the meeting that this would require to be referred to the Executive Council and to have the approval of the Society in General Meeting.  
A formal motion was proposed by Mr. Lochhead and seconded by Mr. Brown that the annual subscription be increased to 40p from date of decimalisation. The subscription to be allocated 50% to Branches and 50% to Headquarters.  
Mrs. Parker then stated that in accordance with the instruction of her Branch, she must propose that the status quo remain or reduce the subscription to 35p. This proposal was not seconded. A vote showed the meeting in favour of the increase to 40p.  
The Committee then considered Life Membership. Mr. Lochhead proposed that this be increased to £6, allocation - 50% to Branches and 50% to Headquarters. This was unanimously approved.

6. BOOK PRICES AND STOCKS : The Committee again discussed book prices. The Chairman said that Paterson's Publications Limited were not happy with the suggestion of a reduction in prices. Nevertheless, in view of stocks held, Books 6-20 inclusive would be priced at 3/- . Book 21 onwards, reprints and the new book priced at 5/- .  
It was agreed that an effort to reduce stocks should be made by circularising the Headquarters of Guides, Scouts, Girls' Brigade and Boys Brigade offering sets of Books 6-20 on payment of 5/- to cover post and packing. A circular should also be sent to Branches and an entry in the Bulletin indicating that members may purchase these books at 1/- per copy. The books could also be made available at Summer School. Miss McFeat then offered to arrange a book stall for the sale of these items at the time of the Annual General Meeting in Perth.
7. OFFICE PREMISES :
  - a) Furniture. It was agreed that a sum not exceeding £60 be authorised to provide a more functional desk for the Secretary.
  - b) Cleaning. An estimate for £71 was accepted for the professional cleaning of the office premises. This included a small amount to re-paint the ceiling of the interior staircase.
  - c) Heating System. Consideration was given to a quotation from the South of Scotland Electricity Board for the installation of a central heating system comprising mainly storage radiators and including the provision of a water heater at a total cost of £348. After discussion, it was agreed to obtain alternative quotations for gas and oil systems.
8. OVERSEAS FESTIVALS : The Chairman said that there had been a request from Dundee Branch for assistance to send a team of dancers to Greece in July 1970. Before any contribution could be considered, full cost of the tour plus details of individual and Branch contributions would require to be known, also any support which could be expected from the City of Dundee who had received the original invitation.  
After discussion, the Chairman was empowered to offer limited support once the full costs were known.
9. DATE OF NEXT MEETING : It was agreed the next meeting of the Finance Committee should take place at St. Andrews on 25th July 1970 at 2.30 p.m.
10. OTHER BUSINESS :
  - a) Commonwealth Games  
Expenses which would be incurred in connection with the Games were discussed and the Chairman reminded members that it had been agreed that the Society should make this its contribution to the event. The circular to Branches on the subject had indicated that travelling expenses might be claimed at the normal rates allowed to Committee members. It was felt that these expenses might reasonably be considered as extension work.
  - b) Review of Salaries  
Consideration was given to the salaries of the permanent staff. It was noted that no revision in their salaries had been made for some years. Accordingly, it was agreed to recommend to the Executive Council increases in the salaries of approximately 10% (rounded upwards) in accordance with the salary scales set out in the Private Minutes of this meeting. The increased salary scales would take effect from 1st July 1970.

There being no further business, the meeting ended at 12.25 p.m.

James B. G. Brown  
27/7/70

MINUTES of a MEETING of the FINANCE COMMITTEE held at University Hall, St. Andrews on Saturday, 25th July, 1970 at 2.30 p.m.

PRESENT : Mr. Brown (In the Chair)  
Miss Milligan (Vice-President)  
Mr. Aitkenhead, Mr. Corbett, Mr. Lochhead,  
Mrs. Parker, Mrs. Thomson  
Miss Vaughan (Treasurer) and Miss Grubb (Secretary).

APOLOGIES : Apologies for absence were intimated from:  
Miss McFeat, Miss Rae and Mr. Taylor.

1. MINUTES : The Minutes of the last Meeting held on 2nd May 1970, were approved and signed.  
The Private Minute of the Meeting on 2nd May 1970 was read. This was unanimously approved and signed by the Chairman.
2. BUSINESS ARISING :
  - a) South African Tour  
Final details of the cost of entertaining the South African Folk Dance Group in July 1969, were submitted - the cost to the Society being £237 was within the limit set by the Executive Council. In addition, Edinburgh Branch members and friends provided hospitality for some 50 members of the Group.  
Mrs. Parker moved that the statement be accepted and this Mr. Corbett seconded.
  - b) Office Premises - Heating System  
The Chairman announced that an estimate of £1,053 for an oil-fired system had been submitted, but to date the Scottish Gas Board had not submitted their estimate. After discussion, Mr. Aitkenhead proposed that the estimate from the South of Scotland Electricity Board for £348 be accepted. This was seconded by Mrs. Thomson and approved.  
Mr. Lochhead enquired if, as a result of the installation, redecoration would be required. This was not envisaged on a large scale.
  - c) Overseas Festivals  
The Chairman reported that the visit Dundee Branch had proposed to make to Greece in July 1970 had been cancelled, as the promised financial support from Dundee Corporation was not forthcoming.
3. FINANCIAL STATEMENTS:
  - a) ACCOUNTS PAID during April, May and June 1970 to meet the normal expenses of the Society, totalling £340.0.7; £706.15.7; and £363. 8. 1 respectively, were examined and approved.
  - b) The draft Income and Expenditure Account for the year ended 30th June 1970 and the Balance Sheet as at that date were presented by the Treasurer. These were approved subject to any adjustments the Auditor might request.
  - c) Estimates of Income and Expenditure for the year ending 30th June 1971 were then considered and after two minor adjustments had been made, were accepted.
4. BRANCHES : Disbandment of Leven Branch  
The Chairman reported that the arrangements for the disbandment of Leven Branch were going ahead and in due course a financial statement would be received. The sum involved would be very small.
5. DECIMALISATION :  
After discussion, it was agreed to recommend to the Executive Council that the affiliation fee remain unchanged at £1.05p.

2.

6. OTHER BUSINESS : a) British Commonwealth Games

The Chairman announced that four Branches had submitted details of the expenses incurred. These totalled £107.7.10. It was agreed to authorise payment of these and others which might be submitted by Branches.

b) Ayr Branch visit to Toronto

Mrs. Parker indicated that Ayr Branch were raising funds to send their team of twelve members to Toronto in July 1971. She enquired if the Branch might expect financial support from the Society.

The Chairman requested that the Branch submit details of the cost of the tour, together with information of hospitality etc. forthcoming from the organisers and individual and Branch contributions. With this information, it would be hoped to consider the matter favourably.

7. DATE OF NEXT MEETING : 31st October, 1970 in Perth.

There being no further business, the Meeting ended at 3.50 p.m. with a vote of thanks to the Chairman, proposed by Mrs. Parker.

*James A. B. Brown*  
21/10/70

MINUTES of a MEETING of the FINANCE COMMITTEE held in the  
Salutation Hotel, Perth on Saturday, 31st October, 1970 at 10.30 a.m.

PRESENT : Mr. Brown (In the Chair)  
Miss Milligan (Vice-President)  
Mr. Corbett, Mr. Lochhead, Mrs. Parker, Miss Rae,  
Mr. Taylor, Mrs. Thomson,  
Miss Vaughan (Treasurer) and Miss Grubb (Secretary).

APOLOGIES : Apologies for absence were intimated from:  
Mr. Aitkenhead and Miss McFeat

Before commencing the business of the meeting, the Convener advised members of Miss McFeat's illness. It was agreed that a message of good wishes be sent from the Committee.

1. MINUTES : The adoption of the Minutes of the last Meeting held on 25th July 1970, previously circulated, was proposed by Miss Milligan and seconded by Mrs. Parker. The Minutes were then signed by the Convener.
2. MATTERS ARISING :
  - a) Heating System  
It was reported that this had been installed and appeared to be very satisfactory. Mr. Lochhead commented on the neatness of the installation.
  - b) Leven Branch - Disbandment  
It was reported that as yet no financial statement had been received from this Branch. The Secretary was instructed to contact the Branch to have the matter completed.
3. FINANCIAL STATEMENTS :
  - a) ACCOUNTS PAID during July, August and September 1970 to meet the normal expenses of the Society, totalling £6,122.15.2; £5,847.15.9; and £1,053.6.11 respectively, were examined and approved.  
  
The Convener commented on the expenses incurred in connection with the display given by the Society at the Opening Ceremony of the British Commonwealth Games and advised that a donation of £50 had been received from the organisers. This was very much appreciated.
  - b) i) Bank Balance and Investments  
It was reported that the balance at the bank on the 31st October, 1970 totalled £1,842.5.1.  
  
There were no changes in investments since the date of the Annual Accounts on the 30th June 1970, but the East Lothian County Council had offered to renew the 6½% loans Nos. 311 and 310 of £1,000 and £1,500 respectively, due for repayment on the 15th November 1970 at 8½%. It was agreed to accept this offer unless a better rate could be obtained elsewhere.  
  
Mr. Corbett indicated that he had been instructed by his Branch to comment on the inferior quality of the cover of Book 25. After discussion, it was considered that the matter should be mentioned to the Publications Committee.  
  
Miss Rae expressed disappointment that she had not received a copy of the Balance Sheet before the meeting. The Convener agreed that the delay in publishing the Accounts was inexcusable. They had been approved by the Finance Committee in July and steps would have to be taken to have the accounts audited more quickly. No blame attached to the printer on this occasion. The Convener would explain the position at the Annual General Meeting when presenting the Accounts.
  - ii) Summer School, St. Andrews 1970  
The financial statement was examined and it was noted that the 1970 School was the largest in the history of the Society. The increase in fees had enabled the Society to meet a substantial increase in the cost of residence and after charging administration expenses on the same basis as in the previous year, the balance stood at £626.

4. ANNUAL GENERAL MEETING :

The Convener congratulated the organisers of the Summer School on the satisfactory state of the account.

- a) Presentation of Annual Accounts and Balance Sheet  
The Convener gave a resume of the report he proposed to make to the Annual General Meeting and this was approved.
- b) Item 8 - Resolutions
  - i) The Convener read the resolutions from the Executive Council on the proposed increase of the Annual Subscription to 40p (8/-) and Life Membership subscription to £6.00 (£6.0.0). These were the unanimous recommendation of the Executive Council. It was agreed that their presentation was a formality.
  - ii) The Committee considered the following resolution from Southport Branch:  
"That a Junior Membership of the R.S.C.D.S. shall be instituted for young people under 16 years of age, and that they should receive the same publications as adult members of the Society at a nominal subscription rate. (The sum suggested, as a basis for discussion, is 2/-)."  
  
The Committee felt that from an administration angle, the suggested figure of 2/- seemed impracticable.

5. OTHER BUSINESS :

- a) Edinburgh Branch - Visit to Holland, June 1970  
The Secretary read a letter setting out the expenses the Branch had incurred in connection with this Festival. After contributions by dancers, organisers and the Branch, there was a deficit of £60. Discussion followed and it was agreed that the Society contribution should be restricted to £50.
- b) Dundee Branch - Visit to Belgium, May 1971  
The Convener read a letter from Dundee Branch giving details of the expenses likely to be incurred in connection with the visit. A suggested allocation as to how these should be shared by the Branch, the organisers and Headquarters was considered.  
  
The Secretary was instructed to obtain from the Branch a more detailed estimate of the contributions and to indicate that the Branch can expect a minimum contribution of £50 from the Society.
- c) Leamington Spa Branch  
The Treasurer reported that the Branch was now progressing satisfactorily after its recent difficulties.
- d) Newton Stewart Branch  
The Treasurer reported that the Branch intended to disband through lack of support. This was noted with considerable regret.

Before closing the meeting, the Convener thanked the members of the Committee for their work during the year and the Treasurer for her help and guidance.

On behalf of the Meeting, Mrs. Parker expressed appreciation of Mr. Brown's chairmanship of the Finance Committee.

The meeting ended at 11.50 a.m.

*James B. Brown*  
23/11/71



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a MEETING of the FINANCE COMMITTEE held at 12 Coates Crescent, Edinburgh on Saturday, 23rd January, 1971 at 10.15 a.m.

PRESENT : Mr. Brown (In the Chair)  
Miss Milligan (Vice-President)  
Miss Adams, Miss Ulan, Mr. Corbett, Mr. Lochhead, Mrs. Parker,  
Miss Ross, Mr. Taylor, Mrs. Thomson,  
Miss Vaughan (Treasurer) and Miss Grubb (Secretary).

APOLOGY : An apology for absence was intimated from Miss Rae.

1. MINUTES : The Minutes of the last Meeting, held on 31st October 1970, previously approved by the Executive Council on 12th December, 1970, were signed by the Chairman.

2. BUSINESS ARISING : a) Leven Branch - Disbandment  
Neither the Treasurer or Secretary had had any further information from the Branch, despite having given advice on the correct procedure to be followed to close the accounts. The Secretary was instructed to write again and express the disappointment of the Committee that this matter was still outstanding. If this failed, the Treasurer would then require to contact the Bank to have the account closed.

b) Dundee Branch - Visit to Belgium

The Chairman reported that Dundee Branch had revised their costs for the forthcoming visit to Belgium and in consequence it was decided to make a contribution from Headquarters of £5 per head up to a maximum of 14 in the party. In view of the number of tours being undertaken at this time, it was necessary to consider each application for assistance individually.

3. FINANCIAL STATEMENTS: a) Accounts paid during October, November and December 1970, to meet the normal expenses of the Society, which had totalled £507.11/-; £1,398.2.11; and £1,647.8.6 respectively, were examined and approved.

b) i) Bank balances and investments. The Treasurer reported that the balance at the bank on the 31st December 1970 had totalled £134.2.6. The loans with East Lothian County Council had been renewed at 8½% for five years. The loan with the West Lothian County Council would be renewed on the same terms unless a general fall in interest rates occurred between now and the 15th May 1971.

ii) Autumn School. A financial statement was presented, showing a small surplus of £1.9/-. A new feature was the bookstall and its success at the Annual General Meeting in Perth was such that it was suggested this should be repeated in the future and Branches conducting Weekend Schools should be given the opportunity to have stocks for a Bookstall.

The Committee wished to express their thanks to Perth Branch for having undertaken this venture and conducting it so successfully.

c) Comparative Statement of Income and Expenditure for the six months ended 31st December 1970. This statement showed a small deficit partly arising from the delay in receiving Branch subscriptions due at the end of December.

4. BRANCH FINANCES: The Treasurer reported that the Branch accounts submitted for 1969/70 had been examined, and a request circulated for those not yet sent in. Twenty-seven Branches showed losses and of those five appeared to be in difficulties. One had been disbanded. It was agreed that overseas Branches could, in special circumstances, submit annual accounts as presented at their Annual General Meetings.

Derby Branch - Disbandment. The Treasurer announced that in the case of the Derby Branch, the sum of £55 had been transferred to the Society's account. It was not a lack of funds which prevented it from continuing, but membership which had been reduced to three,

5. SUMMER SCHOOL : Revised Rates and Decimalisation

It was announced that the rates for the Summer School would remain unchanged at £14 per week for residents and £15 per week for Examination Candidates. Non-Residents fees were increased to £2 and £3 respectively. Overseas rates had been raised to take into account the increased bank charges. Rates for resident Canadian and United States members would be \$ 40.00 per week and \$ 43.00 per week for Examination Candidates. These were agreed.

6. TRAVELLING EXPENSES AND SUBSISTENCE ALLOWANCES : DECIMALISATION

The Chairman proposed the following rates, and it was agreed that these should operate as from 15th February 1971 :

Up to 8 hours away from home	: £0.65
" 12 hours away from home	: £1.25
" 16 hours away from home	: £1.75
Overnight allowance (24 hour period)	: £3.50

7. SUBSCRIPTION COPY - 1971/72 The Chairman reported that the Publications Committee had suggested either a free choice, including Books 1 - 5, or a new publication of the leaflet dances used at St. Andrews.

After discussion, the Finance Committee turned down the suggestion of any new publication for 1971/72 and recommended a free choice from Books 1 - 5, subject to a favourable reply from Paterson's Publications Ltd. to the Society's offer to buy the copyright of these books, or to their giving special terms for a bulk purchase of these publications.

8. OFFICE PREMISES : Maintenance and Repairs

An estimate for the redecoration of the General Office and exterior of premises was considered. This was regarded as expensive but at the present time, with ever increasing costs, it was agreed that the work should proceed. Other estimates should be obtained and considered, the best of these to be accepted, provided the cost did not exceed £237 as quoted on the available estimate.

It was also noted that the floor-covering in the General Office, Hall and Vestibule was in a poor state and would require to be replaced, but an actual decision on this could be delayed until the next meeting of the Finance Committee when estimates would be available. This item could then be part of the office maintenance allocation for the year 1971/72.

9. OTHER BUSINESS : a) Book 15

A reprint of 1,500 copies of Book 15, as recommended by the Publications Committee, was agreed.

b) The Scottish Official Board of Highland Dancing

From Minutes received from the SOBHD, it was noted that the RSCDS representatives had not been attending the meetings. The Secretary had written to the two people who had been appointed, enquiring about this and also asking for their views on this Society's continued representation on the Board. So far, replies had not been received from the two representatives.

The meeting agreed to continue the subscription, now increased to £7.10/-, and at the next meeting of the Executive Council an effort should be made to appoint new representatives. The Chairman reminded members that SOBHD meetings took place on Sundays.

c) Pitlochry Festival Theatre

It was agreed to again donate £20 to this organisation.

d) Visit to Sweden - 22nd to 28th July 1971

Since the last meeting of the Executive Council, a further invitation had been received from a Swedish Folk Dance Group. Manchester Branch had been unsuccessful in undertaking one of the tours available at that time and in view of postal difficulties, the Secretary had contacted Manchester by telephone to offer this late invitation.

3.

After consultation, Manchester had telephoned to say that they would be interested in undertaking the visit. Normally their members paid all travelling expenses to and from a Festival, but there were certain other expenses for which some financial assistance would be appreciated.

After consideration, the meeting recommended that the Branch be offered a maximum of £60 towards these expenses.

There being no further business, the meeting ended at 11.45 a.m. with a vote of thanks to the Chairman, proposed by Mrs. Parker.

James B. L. Brown  
Brown  
2/5/71

MINUTES of a MEETING of the FINANCE COMMITTEE held at 12 Coates Crescent, Edinburgh on Saturday, 8th May 1971 at 10.30 a.m.

PRESENT : Mr. J.B.C. Brown (In the Chair)  
Miss Milligan (Vice-President),  
Miss Adams, Miss Allan, Mr. Corbett, Mrs. Parker, Miss Rae,  
Miss Ross, Mrs. Thomson,  
Miss Vaughan (Treasurer) and Miss Grubb (Secretary).

APOLOGIES : Apologies for absence were intimated from:  
Mr. Lochhead and Mr. Taylor.

Before the meeting commenced, the Chairman regretted having to advise members that Mr. Lochhead was again in hospital, but the latest report was of a distinct improvement in his condition since last weekend. On behalf of members, Miss Rae asked that good wishes be sent to Mr. Lochhead.

1. MINUTES : The Minutes of the last Meeting, held on 23rd January 1971, previously circulated, were approved and signed by the Chairman.

2. BUSINESS ARISING :  
a) Leven Branch - Disbandment  
The Secretary reported that no further information had been received from the Branch, despite a reminder. The Chairman said this was an unsatisfactory state of affairs and the best that could now be done would be to instruct the Treasurer to contact the Bank to close the account.

b) Subscription Copy - 1971/72  
The Chairman reported that Paterson's Publications Ltd. had suggested a figure of £5,000 for the purchase of the copyright of Books 1 - 5 and that in view of the existing agreement, it would not be possible to offer any better terms for a bulk purchase of any of these publications. Paterson's Publications Ltd. also indicated that they were proposing to increase the retail price of these publications to 30p.

The Secretary was instructed to protest that it was only a matter of a very few weeks that we had agreed that these books should be increased in price to 25p, bringing them in line with other Society publications as had been the practice in the past.

After considerable discussion on the cost of including these publications in a free choice for the year 1971/72, it was decided by six votes to two that the Committee recommend to the Executive Council that a free choice of Books 6 - 25 and all pocket editions be offered.

c) Office Premises  
It was reported that the redecoration in the General Office had been satisfactorily completed at a cost of £209. Estimates for floor coverings in the General Office, Vestibule, Hall, etc. were considered. In view of variations in the estimates, further enquiry was necessary. It was recommended that a sum not exceeding £250 be allowed to provide Heugofelt in the General Office and linoleum in the Vestibule, Hall, etc.

d) Visit to Sweden - 22/28th July 1971  
The Secretary advised that the dates for this visit had been brought forward to June. Manchester Branch, which had originally agreed to undertake the visit, had been unable to fulfil the revised dates and in view of the short notice given by the organisers, it had not been possible to make alternative arrangements.

3. FINANCIAL STATEMENTS :  
a) Accounts paid during January, February and March 1971, to meet the normal expenses of the Society, which had totalled £562.15.6; £450.76 and £586.32 respectively, were examined and approved.

b) 1) Bank Balances and Investments. The Treasurer reported that the balances at the Bank on 31st March 1971 had totalled £541.69. There had been no changes in investments since the last meeting, but the East Lothian Mortgage Loan No.233 for £2,500 was due for repayment on 15th May 1971. It was agreed to renew it for a further period of 5 years at  $7\frac{3}{4}\%$ , this being the best rate of interest available at the present time.

c) Comparative Statement of Income and Expenditure for the nine months ended 31st March 1971. This statement showed a surplus of £483.69 which arose because income was as estimated and expenditure under several headings had been less than was forecast.

4. DATE OF NEXT MEETING : The Chairman asked members if they would agree to the date of the next Finance Committee Meeting being amended to 23rd July at 2.30 p.m. in St. Andrews, instead of as already advised. This was accepted by the meeting.

5. OTHER BUSINESS :  
a) Financial Assistance - Overseas Visits  
The Chairman advised that there were four requests from Branches for assistance with expenses of sending teams abroad. Three of these - Edinburgh, Glasgow and St. Andrews - had received the invitations through Headquarters, the fourth - London Branch - had been the result of a direct contact between the organisers and that Branch. While encouraging Branches to participate in these events, in view of the number of invitations now being received, the Society will have to ensure that it does not have an excessive expenditure on tours in any one year. It was decided that when preparing the estimates for the coming year, a fixed sum be set aside for these events and when this was exhausted, no further allocations could be made. It was also agreed that it would be reasonable to limit visits to one to any one country in any one year.

During discussion in which individual and Branch contributions to these expenses were considered, the Committee recommended contributions by the Society of not more than 25% of the total cost of such tours.

Of the cases presented, it was recommended that Branches receive the following sums:-

Edinburgh	: £150
Glasgow	: Not exceeding £150 or 25% whichever is less.
London	: £36
St. Andrews	: £85

b) Reprints : Index and Constitution  
After consideration of the estimates submitted, the Committee considered that further estimates should be obtained before reprinting.

c) Staff at Headquarters  
The Chairman advised that the Secretary had indicated that despite streamlining of administration, the present staff of two could not continue to cope with the present volume of work and additional assistance was necessary. He reminded the meeting that the complete stock of books, formerly held and despatched by the printer, was now at Headquarters and this meant that all Branch and individual orders were handled there; this included the physical packing and posting of parcels. Also, if the 1971/72 subscription copy is a free choice, this work will be greatly added to. Headquarters alone has over 900 Life Members and 1,100 annual members. The Chairman also gave an outline of routine matters which were time-consuming but none the less necessary. In view of this, he would support the Secretary's request for additional part-time assistance.

After discussion, the members agreed to recommend to the Executive Council that additional assistance be obtained as soon as possible at a total cost to the Society not exceeding £350 - £400 per annum.

3.

d) Meeting Expenses

The Treasurer asked if it might be possible to invite members, particularly those attending the Executive Council, to accept cheques in payment of expenses. As the sum involved now was quite considerable, it was becoming difficult to move the weight of money and there was also the safety factor. This was agreed.

There being no further business, the meeting ended at 12.15 p.m. with a vote of thanks to the Chairman, proposed by Mrs. Parker.

James B. Forson  
23/7/71

MINUTES of a MEETING of the FINANCE COMMITTEE held at University Hall, St. Andrews on Friday, 23rd July 1971 at 2.30 p.m.

PRESENT : Mr. J.B.C. Brown (In the Chair)  
Miss Milligan (Vice-President)  
Miss Adams, Miss Allan, Mrs. Parker, Miss Rae, Miss M.L. Ross,  
Mr. Taylor, Mrs. Thomson.  
Miss Vaughan (Treasurer) and Miss Grubb (Secretary).

APOLOGIES : Apologies for absence were intimated from:  
Mr. Corbett and Mr. Lochhead.

Mr. Brown informed members that Mr. Lochhead was continuing to make satisfactory but slow progress.

1. MINUTES : The Secretary read the Minutes of the last Meeting held on 8th May, 1971 and these were approved and signed by the Chairman.
2. BUSINESS ARISING :
  - a) Subscription Copy - 1971/72  
The Chairman advised the meeting that Paterson's Publications Ltd. had agreed to hold the price of Books 1-5 at 25p until their existing stock was exhausted.
  - b) Office Premises  
The Chairman recommended that the matter of replacing the floor coverings be left in abeyance in view of the discussion which would take place later in the meeting on the use of the Headquarters premises.
  - c) Reprints - Index and Constitution  
Revised estimates had been obtained and it was recommended that 5,000 copies of the Constitution be reprinted at a cost of £162 and, when available, copies would be despatched to Branches for the use of officials. It was also suggested that copies should be made available to new members.  
It was recommended that the reprinting of the Index be delayed, awaiting the titles of the new book it was proposed to prepare later in the year. The Chairman reminded the meeting that by then it would be necessary to obtain a new quotation in view of rising costs.
  - d) Headquarters Staff  
The Chairman reported that the services of a suitable part-time assistant had been obtained and this was most satisfactory.
3. FINANCIAL STATEMENTS :
  - a) ACCOUNTS PAID during April, May and June 1971 to meet the normal expenses of the Society, totalling £218.88; £334.52 and £980.86 respectively, were examined and approved.  
The meeting expressed concern at the cost of the Executive Council Meetings and recommended that consideration be given to reducing the number of meetings of the Executive Council each year. This would necessitate an amendment to the Constitution. It was felt that greater use should be made of the General Purposes Committee. The Secretary was instructed to check attendance at Executive Council Meetings during the last few years.
  - b) The draft Income and Expenditure Account for the year ended 30th June 1971 and the Balance Sheet as at that date were presented by the Treasurer. After examination, these were approved subject to any adjustment the Auditor might require. The Secretary advised that enquiry of the printer had revealed that if the Balance Sheet and Accounts could be in their hands by the end of August, the final printed accounts could probably be available by the end of September.
  - c) Estimates of Income and Expenditure for the year ending 30th June 1972, were then considered and after due consideration and revision, were accepted.  
The Treasurer warned that at the present income and rate of expenditure, the Society must face the possibility of running at a loss. The Treasurer suggested the possibility of re-allocation of the annual subscription.

Mr. Taylor proposed that a recommendation be made to the Executive Council that the affiliation fee be increased to £1.50. This was seconded by Miss Rae and agreed.

4. HEADQUARTERS PROPERTY : The Chairman expressed concern at the increasing costs of maintaining the premises at 12 Coates Crescent. A considerable part of the costs was incurred in the Caretaker's flat where the consumption of gas and electricity seemed excessive. At the present time, wages of caretaker, National Insurance, Rateable Value, Loss of rent of flat, gas and electricity consumed in the flat, cost the Society approximately £600 per annum.  
Should it be decided to dispense with the services of the caretaker, it would cost approximately £100 per annum to employ a cleaner for six hours per week, which would probably be adequate for the premises.  
It would be physically possible to separate the existing office premises from the basement flat and the valuation obtained indicated that it could be sold for £3,000 or rented at £140 per annum.  
After considerable discussion, the Committee recommended that the necessary steps be taken to dispense with the services of the caretaker, giving not less than, say, three months notice; thereafter the services of a cleaner be obtained for six hours per week at an annual cost of approximately £100.  
The Committee felt that the matter of the sale or rent of the flat and subsequent alterations, should be referred to the General Purposes Committee for their consideration in greater detail.
5. OTHER BUSINESS :
  - a) Subscription Copies from Branch Stocks  
The Chairman said that a Branch had enquired if it would be in order for 1971/72 subscription copies to be issued from the stock held and whether they could expect recompense for books which had been purchased from Headquarters for re-sale but which it was now proposed to issue as subscription copies.  
After discussion, it was decided that a Branch could submit details of books used from stocks for sale and the Treasurer would refund the amount due.
  - b) Lochaber Branch  
The Chairman said that a letter from the Lochaber Branch had indicated a decline in membership and also difficulty in obtaining office-bearers and that it was very probable that the Branch would disband.  
This notice was received with regret. The Secretary was instructed to acknowledge the letter and give details of procedure to be followed. It was hoped that the remaining members would be encouraged to attach themselves to other Branches.

There being no further business, the meeting ended at 4.55 p.m. with a vote of thanks to the Chairman, proposed by Miss Rae.

James B.C. Brown  
Chairman  
20/10/71

MINUTES of a MEETING of the FINANCE COMMITTEE held at the Caledonian Hotel, Aberdeen on Saturday, 30th October, 1971 at 10.30 a.m.

PRESENT : Mr. J.B.C. Brown (In the Chair)  
Miss Milligan (Vice-President)  
Miss Adams, Miss Allan, Mr. Corbett, Mrs. Parker,  
Miss Rae, Miss M.L. Ross, Mr. Taylor, Mrs. Thomson.  
Miss Vaughan (Treasurer) and Miss Grubb (Secretary).

APOLOGY : An apology for absence was intimated from Mr. Lochhead.

The Chairman welcomed members to the meeting.

He announced that Mr. Lochhead was making satisfactory progress but had been advised it would be unwise to make the journey to Aberdeen to attend the meetings.

1. MINUTES : The Minutes of the last Meeting held on 23rd July 1971, previously circulated and approved by the Executive Council on 4th September, 1971, were signed by the Chairman.

2. BUSINESS ARISING : a) Headquarters Property

The Chairman reminded the meeting of their previous decision to dispose with the services of the Caretaker and engage a cleaner and to leave the matter of the future of the property in the hands of the General Purposes Committee.

The Chairman reported that the Caretaker had now vacated the basement, having obtained a Council house and that a cleaner had been engaged at a cost of £2 per week as estimated.

The Chairman then raised the question of a gratuity to the Caretaker. The Society was under no obligation to give this, but Mrs. Cumming had served the Society for 15 years and had incurred a certain amount of expense and inconvenience in removing. After discussion, it was agreed that a cheque for £50 be sent to Mrs. Cumming.

b) Lochaber Branch

The Chairman reported that there had been no response from the Branch to the Secretary's letter on the disbandment procedure to be carried out and it was agreed that Miss Vaughan should now follow up and request the closure of the Bank account and the return of the Bank Book and relevant statements.

3. FINANCIAL

STATEMENTS : a) ACCOUNTS PAID during July, August and September, 1971 to meet the normal expenses of the Society, totalling £8,053.52; £6,313.40; and £521.78 respectively, were examined and approved.

The Chairman pointed out that the figures included an item in connection with expenses incurred by Miss Milligan on her recent tour of Canada and U.S.A. and congratulated her on its success. During the visit, which lasted several weeks, 81 candidates had taken the Society examinations and this enabled Miss Milligan to make a refund.

b)i) Bank Balance and Investments

The Treasurer indicated that there had been no change in investments, the present stocks and securities were giving a satisfactory return.

ii) Summer School, St. Andrews 1971

This Account was received and approved.

4. REMIT FROM GENERAL PURPOSES COMMITTEE : Office Equipment and Supplies.

The Chairman reported that the General Purposes Committee had recommended the purchase of the following office equipment: Roneo Duplicator - Electric Model £282; Filing Cabinets for Addressograph plates £18; Record Cards £30 and Correspondence £28.

5. INSURANCE - Following an enquiry from a Branch, the Treasurer sought the advice of the Committee with regard to the Public Liability Insurance in the name of the Society. At present the Society was covered for £50,000 any one occurrence. The Treasurer had made a provisional enquiry for a limit of £100,000 any one occurrence and had been advised that the additional cover could be obtained for approximately £20 on to the existing premium.

After discussion, it was agreed that the cover for Public Liability be increased to £100,000 and that the Treasurer obtain two quotations and accept that most suited to the Society's conditions. The Treasurer was also requested to circularise Branches and advise them of the Insurance cover held by the Society on behalf of Branches, and also of their own responsibilities with regard to Insurance.

6. ANNUAL GENERAL MEETING : Item 7: Presentation of the audited Accounts for 1970/71

The Chairman said that the audited accounts would be presented in a slightly different manner this year. He proposed to comment briefly on several items after which Miss Vaughan would give fuller details and any questions from the floor would be answered before the Chairman called for the adoption of the accounts.

The Chairman outlined to the Finance Committee his proposed comments to the Annual General Meeting, bringing to the attention of the members the rather sombre picture the accounts presented, despite the success of the Summer School, high income from investments, good book sales and royalties. There was a surplus of only £140 and consequently no allocation could be made to the Staff Fund. He then detailed the items where increases had arisen - these were salaries, Committee Meeting expenses, postages, etc., cost of office accommodation, repairs and maintenance, printing. There had also been a slight decline in subscriptions. The Chairman said he intended to mention that the services of the Caretaker had been dispensed with and this should make an economy on the running of Headquarters.

The Treasurer proposed to speak to the Annual General Meeting on the subject of subscriptions, particularly the proportion of Life Members to ordinary members; sales of books and records; and investments.

7. ANY OTHER BUSINESS : a) Ayrshire East

The Chairman announced that Ayrshire East had disbanded and the accounts closed. The balance of £3.16 had been passed to the Treasurer. The few remaining interested members had attached themselves to the Ayr Branch and this was most satisfactory.

b) International Folk Music Council

A notice of the Council's increased subscriptions for the year 1972 had been received. After discussion, it was agreed to discontinue the Society's subscription to this body, which now had no interest in dancing.

Before terminating the meeting, the Chairman thanked members for their work during the past year in one of the Society's most important Committees, and for the help they had given him.

There being no further business, the Meeting ended at 11.25 a.m. with a vote of thanks to the Chairman, proposed by Mr. Corbett.

James Yuenhor.  
29/1/72.

MINUTES of a MEETING of the FINANCE COMMITTEE held at 12 Coates Crescent, Edinburgh, on Saturday, 29th January, 1972 at 10.30 a.m.

- PRESENT : Miss J.C. Milligan (Vice-President)  
Miss Adams, Mr. Aitkenhead, Mr. Corbett, Mrs. Parker, Miss Rae,  
Miss M.L. Ross, Mr. Taylor, Mrs. Thomson,  
Miss Vaughan (Treasurer) and Miss Grubb (Secretary).
- APOLOGY : The Secretary presented an apology for absence from Mr. J.B.C. Brown, Convener of the Finance Committee and asked the members to elect a substitute Chairman. Miss Rae proposed Mr. J. Taylor, this was seconded by Mr. Aitkenhead and agreed by the meeting.
1. MINUTES : The Minutes of the last Meeting held on 30th October, previously circulated and approved by the Executive Council on 4th December, 1971, were signed.
2. BUSINESS ARISING :  
a) Headquarters Property  
Since the last report was made to the Executive Council on 4th December, Edinburgh Branch had indicated that they were not interested in obtaining the basement premises. Mr. Brown was endeavouring to obtain guidance on the lease of the property and a probable rent.  
In view of ever increasing costs, the Committee recommended that estimates be obtained for necessary alterations and division of services. It was hoped that these would be available for the next meeting of the Executive Council.  
b) Lochaber Branch  
The Treasurer reported that she had had no response to her request that the Branch follow the procedure on disbandment. It appeared that the officials had either left the district or were not concerning themselves with the matter. The Treasurer would now make enquiries through the Lorn (Argyll) Branch.  
c) Office Equipment and Supplies  
The Secretary reported that the Roneo and filing cabinets had been received and were in good working order and of great assistance in the office.  
d) Insurance - Public Liability  
The Treasurer had arranged increased public liability cover for £100,000 any one accident. The additional premium involved was £3.70 and the annual premium to the Society £67.50.
3. FINANCIAL STATEMENTS :  
a) ACCOUNTS PAID during October, November and December 1971 to meet the normal expenses of the Society, totalling £1,385.69; £1,390.88 and £690.16 respectively, were examined and approved.  
b) Bank Balance and Investments  
The Treasurer pointed out the low rate of interest on the West Lothian Corporation stock at 5½% and requested permission to withdraw and re-invest with the City of Edinburgh at 7%. This was agreed. The Treasurer drew attention to the high balance in the Savings Bank but in view of probable expenditure on alterations at Headquarters, it was decided that meantime these funds should remain available.  
i) Autumn School, Aberdeen  
The Treasurer presented the Autumn School Account. Appreciation of the work done by the Branch in this connection was expressed by the Committee.  
c) Comparative Statement of Income and Expenditure for the six months ended 31st December 1971  
It was gratifying to note that several Branches had sent in their returns earlier than usual and the position was very satisfactory at this time.

2.

4. BRANCH FINANCES : Branch finances on the whole were satisfactory, but the Treasurer indicated there were three cases where she was making further enquiry with regard to their position.

5. SUMMER SCHOOL : 1972 FEES

After discussion, it was agreed the following rates be charged:

Resident's Fee	2 week course	£35.50
" " Examination Candidate	2 week course	£37.00
Resident's Fee	1 week only	£18.00
Non-Resident's Fee	2 week course	£ 5.00
" " Examination Candidate	2 week course	£ 8.00
Non-Resident's Fee	1 week only	£ 3.00
Day Visitor		50

The Secretary was instructed to make necessary adjustment in the rates payable by Canadian and U.S.A. members.

6. OTHER BUSINESS :

a) Pitlochry Festival Theatre

It was agreed to again donate £20 to this organisation.

b) Index of Tunes

Miss Milligan spoke of the work done by the pianist, Miss Susan Inglis, to produce an index listing the tunes contained in Society publications. This was an extremely useful reference book and Miss Milligan asked the Committee to consider making a gift to Miss Inglis in acknowledgment of the work she had done.

After discussion, the Committee considered that the sum of £50 would be appropriate.

There being no further business, the Meeting ended at 12.05 p.m. with a vote of thanks to the Chairman, proposed by Miss Milligan.

*James B. Brown*  
Convener  
6/5/72

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a MEETING of the FINANCE COMMITTEE held at  
12 Coates Crescent, Edinburgh on Saturday, 6th May 1972 at 10.30 a.m.

1. PRESENT : Mr. J.B.C. Brown (In the Chair)  
Miss J.C. Milligan (Vice-President)  
Miss Adams, Mrs. Parker, Miss Rae, Miss M.L. Ross, Mr. Taylor,  
Mrs. Thomson, Miss Vaughan (Treasurer) and Miss Grubb (Secretary).

APOLOGIES FOR ABSENCE : Apologies for absence were intimated from:  
Mr. Aitkenhead and Mr. Corbett.

1. MINUTES : The Minutes of the last Meeting, held on 29th January, 1972,  
previously circulated and approved by the Executive Council on  
4th March 1972, were signed.

The Chairman took the opportunity to thank Mr. Taylor for chairing  
the previous meeting.

2. BUSINESS ARISING : a) Headquarters Property

The Chairman reminded the meeting of the recommendations regarding  
the lease of the basement at a probable rent of £300 per annum.  
Such an arrangement would require certain alterations to the premises and the  
Committee was invited to consider two estimates obtained. After  
examination, the Committee recommended the acceptance of the  
estimate from Messrs. Adam Currie & Sons Ltd. for the erection of a  
partition between the ground flat and basement, blocking and  
repairing of cellar doorways and other internal maintenance at a  
sum not exceeding £200.

Estimates for the re-wiring of the property as two separate premises  
had been obtained and it was recommended that that submitted by  
Messrs. James Inglis (Contractors) Ltd. for £600 be accepted, subject  
to clarification on certain points regarding the concealment and  
removal of cables. In addition, there could be a charge by the  
Electricity Board for the provision of two separate supplies.

The Chairman recommended that a total of £1,000 be set aside to cover  
this work and necessary cleaning thereafter.

The Treasurer advised that this expense could not come from income  
and that the Society would require to make provision for this from  
investments or the Savings Bank Account.

The Chairman said that if these arrangements had the approval of the  
Finance Committee, the General Purposes Committee could then proceed  
to enter into an agreement with a tenant.

Mrs. Parker formally proposed that the work be carried out. Miss  
Rae seconded the proposal and this was agreed by the meeting.

The Chairman stated that some legal expenses would be incurred in  
connection with the preparation of an agreement.

- b) Lochaber Branch

The Treasurer reported no change in the situation. The Chairman  
recommended that enquiries continue but that the item be deleted  
from future Agenda.

- c) Index of Tunes

The Chairman read an extract from a letter of appreciation received  
from Miss Inglis. This indicated that she would be willing to bring  
the Index up to date in future.

3. FINANCIAL STATEMENTS : a) ACCOUNTS PAID during January, February and March 1972 to meet  
the normal expenses of the Society, totalling £539.39; £552.26 and  
£656.16 respectively were examined and approved.

- b) 1) Bank Balance and Investments

After consultation with the Chairman, the Treasurer had re-invested  
the West Lothian and East Lothian Corporation Stock with the City  
of Edinburgh at 7½%. The meeting endorsed the action taken.

2.

- ii) Comparative Statement of Income and Expenditure for the  
Nine Months ended 31st March, 1972.

In presenting the statement, the Treasurer drew attention to the  
increasing cost of meetings. After discussion, it was recommended  
that the General Purposes Committee consider the possibility of  
imposing a ceiling limit on expenses, beyond which a Branch would  
require to make a contribution. In making this recommendation,  
the Treasurer was asked to prepare a statement showing the  
extremes of expenses for Executive and Committee Meetings. This  
was agreed.

4. REPRINT : Four Set Dances

It was agreed to reprint 2,000 copies at a cost of £89.80

Book 26

A verbal estimate of £664 for 18,000 copies had been received.  
This was accepted by the meeting.

5. FESTIVAL OF MOVEMENT AND DANCE

It was agreed to refund travel expenses of £12.50 incurred by  
Dunbartonshire West Branch and £60.25 covering travel and other  
expenses by Glasgow Branch.

The Secretary was instructed to write to The Scottish Council of  
Physical Recreation and enquire if the Society could recoup in part  
or whole the £45.25 charged for bed and breakfast and other meals  
by Glasgow Branch.

Centenary of Education (Scotland) Act 1872 - National Exhibition  
20th May, 1972 - Meadowbank.

The Society would not be responsible for expenses incurred in this  
connection. Branches participating should claim from The Scottish  
Education Department.

6. DATE OF NEXT MEETING : Saturday, 22nd July 1972, 2.30 p.m. at St. Andrews.

7. OTHER BUSINESS : a) World Pipe Band Championships, Hawick, 24th June 1972 - Display

The Chairman indicated that the organisers had offered a donation  
of £30 to the Society to assist with expenses.

- b) Festival at Vielsalm, Belgium - 20th/21st July 1972

An application was received from Ayr Branch for assistance with  
sending a team to this event. The estimated cost was £278. Of  
this amount, the team were contributing or raising £160 and the  
Branch contributing £50.

The Committee recommended that the Branch receive £70.

The Chairman said that this was a commendable effort on the part  
of Ayr Branch.

- c) Branch Returns

The Treasurer reported that no returns had been received from  
Annan, Kinlochleven and Stockport Branches.

There being no further business, the Meeting ended at 12.25 p.m. with a  
vote of thanks to the Chairman, proposed by Miss Rae.

*James B.C. Brown*  
*Chairman*

22/7/72



MINUTES of a MEETING of the FINANCE COMMITTEE, held at University Hall, Kennedy Gardens, St. Andrews on SATURDAY, 22nd JULY, 1972 at 2.30 p.m.

2.

PRESENT : Mr. J.B.C. Brown (In the Chair)  
Miss J.C. Milligan (Vice-President)  
Miss Adams, Mrs. Parker, Miss M.L. Ross, Mr. Taylor, Mrs. Thomson,  
Miss Vaughan (Treasurer) and Miss Grubb (Secretary).

APOLOGIES : Apologies for absence were intimated from:  
Mr. Aitkenhead, Mr. Corbett and Miss Rae.

1. MINUTES : The Minutes of the last Meeting held on 6th May 1972, previously circulated, were approved and signed as a correct record.

2. BUSINESS ARISING : a) Headquarters Property

The Chairman reported that it had not been possible to finalise the arrangements for the lease of the basement as planning permission for change of use had not yet been received. The re-wiring of the premises had commenced, but progress had been slow. The Chairman was in touch with the contractor who had promised an early resumption of work. This, together with the delay in receiving planning permission, had prevented the commencement of joinery work. It would, therefore, be necessary to confirm the price in view of pending wage increase.

b) Meeting Expenses

The Treasurer had not had an opportunity to prepare a statement but this would be done and placed before the next meeting of the General Purposes Committee.

c) Festival of Movement and Dance

The Chairman reported that The Scottish Council of Physical Recreation had expressed surprise at the request for a refund of part expenses and had offered £5 towards these as a gesture.

The Secretary was instructed to decline this offer and explain that our request had been for part only of the total outlay. It had been understood that this was a legitimate claim, but in view of the explanation offered, the position would be accepted.

d) Festival at Vielsalm - Ayr Branch

The Chairman read a letter from Ayr Branch expressing appreciation of the allocation of £70 from Headquarters towards their expenses, but in view of the comparatively minor nature of the tour and the Branch and team members' contributions, an allocation of £50 would be adequate. The Branch therefore returned the £20 as the unexpended portion of the grant.

The Chairman expressed appreciation of the attitude of Ayr Branch and accepted the return of part of the allocation.

3. FINANCIAL STATEMENTS: a) ACCOUNTS PAID during April, May and June 1972, to meet the normal expenses of the Society, totalling £511.34; £312.28; and £419.95 respectively, were examined and approved.

b) The draft Income and Expenditure Account for the year ended 30th June 1972 and the Balance Sheet as at that date were presented by the Treasurer. After examination, it was agreed to increase the allocation to the Staff Fund to £400.

Mrs. Parker proposed the adoption of the Balance Sheet, subject to the amendment. This was seconded by Mr. Taylor and approved.

The Treasurer reported that interest on the Summer School deposit account was only £34 to 30th June 1972, as compared to £94 in the previous year. It was agreed to place the fees in the S.I.D. Account at the Savings Bank next year.

In view of the increased cost of printing of the Bulletin, it was agreed to seek additional advertisements.

c) A schedule of investments was examined. In view of the higher rate available it was agreed not to renew the East Lothian loan at 6½% but to invest the £1,000 and an additional £1,000 received from West Lothian in a City of Edinburgh loan at 7%.

d) Life Membership

In view of the high proportion of Life Members in the Society membership, the Committee recommended to the Executive Council that the Life Membership fee be increased to £10 - the allocation to be 50% to Headquarters and 50% to Branches.

4. LONDON BRANCH - Visit to Poland

London Branch had received an invitation to a Festival in Poland from 20th to 24th September 1972. The estimated cost for a party of 15 was £450. This was a larger party than normal and no details of Branch or individual contributions had been received.

The Committee recommended that a maximum of £75 be allocated for this tour.

5. OTHER BUSINESS : a) World Pipe Band Championships

A request from Newcastle Branch for a refund of £8 to cover expenses attending the event was accepted.

b) Review of Salaries

Consideration was given to the salaries of the permanent staff.

It was agreed to increase these by approximately 10% in accordance with the scale set out in the Private Minute of this meeting. The increases would take effect from 1st July 1972.

There being no further business, the meeting ended at 4.10 p.m. with a vote of thanks to the Chairman, proposed by Mrs. Parker.

James B.C. Brown  
Chairman  
28/10/72

MINUTES of a MEETING of the FINANCE COMMITTEE, held at Craigie College of Education, Ayr, on SATURDAY, 28th OCTOBER 1972 at 10.30 a.m.

PRESENT : Mr. J.B.C. Brown (In the Chair)  
The Right Honourable Lord Macdonald (President)  
Miss J.C. Milligan (Vice-President)  
Miss Adams, Mr. Aitkenhead, Mr. Corbett, Mrs. Parker,  
Miss Rae, Miss M.L. Ross, Mr. Taylor, Mrs. Thomson,  
Miss Vaughan (Treasurer) and Miss Grubb (Secretary).

The Chairman welcomed the President, Lord Macdonald, to the meeting.

1. MINUTES : The adoption of the Minutes of the last Meeting held on 22nd July, 1972 and approved by the Executive Council on 2nd September, 1972, was proposed by Mrs. Parker, seconded by Miss Ross and signed by the Chairman.

2. BUSINESS ARISING : a) Headquarters Property  
The Chairman gave a resume of the present position with regard to the property. The re-wiring of the premises had been completed as two separate units. Planning permission for change of use had been refused and an appeal to The Secretary of State for Scotland was being prepared. It was unfortunate that the matter had continued so long, resulting in a loss of revenue; on the other hand there had been some saving in running expenses since the premises had been vacated. The Executive Council had authorised the General Purposes Committee to take further action.

The meeting then approved the payment of £636.92 to the electrical contractor.

The meeting agreed that the necessary joinery work to conceal the electrical switch gear should be undertaken.

b) Meeting Expenses

This matter had been referred to the General Purposes Committee for their consideration.

3. FINANCIAL STATEMENTS : a) ACCOUNTS PAID during July, August and September to meet the normal expenses of the Society, totalling £862.29; £428.53; and £1,751.20 (amended) respectively, were examined and approved subject to the following amendments:

i) Payment to Mr. B. Munro - state - "for records sold at Summer School".

ii) Payment to Miss Milligan for postage and travel expenses - £100 not £200 as shown.

b)i) Bank Balance and Investments

The Treasurer advised that there had been one amendments to the investments since the last meeting. The East Lothian loan repaid in May 1972 had been re-invested with The City of Edinburgh at the higher interest rate of 7½% for 5 years, together with an additional £1000 from the Savings Account. The total investments under Corporation Loans was £15,000 and the total overall investments was £26,742.

The Chairman had discussed the investments with the Treasurer and now that there was greater flexibility in the type of investments open to charitable organisations, Miss Vaughan suggested the Society might consider investment trusts, government securities or other wider range investments. The meeting agreed that the Treasurer should seek advice from a stockbroker and report to the next meeting.

ii) Summer School, St. Andrews 1972

The Treasurer reported on the satisfactory state of the Summer School Account. Discussion took place on the possible effect of Value Added Tax on future Schools and the Treasurer was requested to make enquiry and have the detail available before the meetings of the Summer School and Finance Committees when the fees for the next School would be considered.

2.

Miss Adams requested that the allocation of fees and expenses should be expressed more precisely. The inference from the Account was that teachers received fees which is not correct. This was agreed.

Mrs. Parker congratulated the organisers on the success of the School.

4. ANNUAL GENERAL MEETING :

Item 7: Presentation of the audited accounts for 1971/72

The Chairman outlined the points he proposed to comment on in connection with the presentation of the accounts at the Annual General Meeting later in the day.

An allocation to the Staff Fund which the Society had not been able to make last year had been made from the surplus which had resulted from increased subscription income and profit on sales of publications. No repairs or re-decoration had been carried out at Headquarters and without a resident caretaker, office accommodation expenses were down by £200.

The high bank balance appearing on the Balance Sheet was the result of changes in investments during the last few days of the financial year, and most of this had been re-invested shortly afterwards.

The Finance Committee had agreed to seek advice on a slight change of policy with regard to investments to endeavour to obtain capital growth.

The Finance Committee had again budgeted for a deficit as the same surplus on sales could not be expected. In addition, staff salaries had been increased by approximately 10%. The policy of conducting the Society's business in smaller Committees and having only two meetings of the Executive Council each year would to some extent offset this.

The Chairman again stressed the need to increase membership.

The Society must expect to incur additional expenses in the coming year of celebration, including the preparation of a brochure recording the events.

The meeting unanimously agreed with the Chairman's proposed presentation of the Accounts to the Annual General Meeting.

5. OFFICE FURNITURE :

The Chairman indicated the need for more suitable furniture in the General Office and said that the Secretary might have the opportunity of first refusal on furniture to be sold shortly. There was need for a typing desk/table also a desk, both with adequate drawer space, and another chair would also be useful. As these items might be available from a concern moving to new premises, it was not possible to specify a price, but the Committee authorised the Chairman to acquire furniture on the lines discussed at the meeting.

6. OTHER BUSINESS :

a) Value Added Tax

In reply to a question on the effect of Value Added Tax on the Society, the Treasurer indicated that as far as was known at present, each Branch would be treated as a separate entity. The Chairman indicated that the Treasurer would write to Branches giving details as soon as these were known. It might be that VAT would necessitate reviewing the annual subscription next year.

The Chairman then thanked all members of the Committee for their help during the past year. This year they would continue in office until March but this was an appropriate time to express his appreciation.

There being no further business, the meeting ended at 11.30 a.m. with a vote of thanks to the Chairman, proposed by Miss Ross.

*James B. C. Brown*  
6/11/72

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a MEETING of the FINANCE COMMITTEE held at 12 Coates Crescent, Edinburgh on SATURDAY, 27th JANUARY 1973 at 11.00 a.m.

- PRESENT : Mr. J.B.C. Brown (In the Chair)  
Miss J.C. Milligan (Vice-President)  
Miss F.H. Adams, Mr. A.S. Aitkenhead, Mr. J. Corbett, Mrs. M.Parker,  
Miss M.A. Rae, Miss M.L. Ross, Mrs. J. Thomson.  
Miss D.M. Vaughan (Treasurer)  
Mrs. J. Park (Assistant Secretary)
- APOLOGIES : Mr. J. Taylor and Mrs. Ann Burt (Secretary).

Before the meeting commenced, the Chairman informed members that Mrs. Ann Burt had been appointed Secretary of the Society. (Details in confidential Minute). Unfortunately, due to a commitment made prior to her appointment, she was unable to be present at the meeting. The Chairman said the Society was very fortunate in obtaining the services of so competent a person as Mrs. Burt.

The Chairman expressed appreciation to Mrs. Park for her work whilst the post of Secretary was vacant and it was agreed that she be given an ex gratia payment for her services during the interregnum. (Details in confidential Minute).

1. MINUTE : The Private Minute of the meeting held on 4th November 1972 (not circulated) was approved by the Committee and signed by the Chairman as a correct record.

2. BUSINESS ARISING : a) Headquarters Property  
The Chairman reported that a letter had been received from the Society's solicitors stating that the Town Planning Department had mistakenly reported that the property was in an area zoned for predominantly residential use and that Coates Crescent had been confused with Coates Gardens. The matter would, therefore, be placed before the Planning Committee again and the solicitors were hopeful that the application would then be granted.

Rental of Basement. The Committee agreed that, in the first instance, the lease would be for a three year period, the first two years at a rental of £300, after which this would be reviewed.

Meter Cupboard. After examining estimates received, the Committee agreed that the lowest one for £23.96 be accepted.

b) Office Furniture

The Chairman said there was nothing new to report on this subject at the present time, but negotiations were still in hand.

c) Value Added Tax

The Treasurer reported that on first enquiry, it appeared that the Society was liable to pay Value Added Tax unless it came under the Education (Scotland) Act 1959. She had made enquiries to the Scottish Education Department who had promised to look into the matter. The Committee agreed that the Treasurer, in consultation with the Chairman, should write to the Customs and Excise, setting out the grounds on which the Society claimed exemption.

d) Headquarters Staff - Saturday Meetings

The Chairman said that Mrs. Park would not be free to attend Saturday meetings when she became a part-time member of staff. (Details in confidential Minute)

The Secretary had informed the Chairman that she would be able to cope on her own and the office cleaner would be available to serve coffee. The Committee agreed this arrangement.

Meeting Expenses. The Committee agreed that where members' expenses exceeded £5, a cheque would be issued. Expenses under £5 would be paid by cash on the day of the meeting.

Cheque Signatory. The Committee authorised the addition of Mrs. Ann Burt's signature in the Bank Account, in place of Miss Grubb's, in accordance with the mandate attached to the Minutes in the Minute Book.

- FINANCIAL STATEMENTS : a) ACCOUNTS paid during October, November and December to meet the normal expenses of the Society, totalling £1,432.29; £1,304.95 and £660.95 respectively, were examined and approved.

b)i) Bank Balance and Investments

The Treasurer had consulted a stockbroker about changing the type of investments so that some capital growth could be achieved. The broker had divided the investments, as provided under the Trustees Investment Act 1961, into narrower and wider range investments of an equal amount, and recommended as a first step, 20% of the investments in the wider range should be placed in growth equity stocks, selling for this purpose 8 3/4% Treasury Stocks 1997 and adding the balance from cash available for investment. He recommended three first class Investment Trust Equities: British Assets Trust, Scottish Northern Investment Trust and Glendevon Investment Trust. The immediate effect of this recommendation would be to reduce investment income by £96 in return for capital growth.

Mrs. Parker proposed that the Society accept the recommendation of the broker, leaving him to inform the Society when the market was favourable for the changes proposed. This was agreed and the Treasurer authorised to proceed accordingly.

ii) Autumn School, Ayr

This account was received and approved.

- c) Comparative Statement of Income and Expenditure for the six months ended 31st December 1972, was examined and approved. It was noted that the net income was £491 in excess of the estimates.

- BRANCH FINANCES : The Treasurer reported that out of 82 Branch Accounts received, 27 showed a deficit. Of the nine Branches showing a deficit of over £50, the Committee noted that in all cases except one, there were adequate reserves.

5. SUMMER SCHOOL - 1973 FEES

The Chairman read an extract from the Minutes of the Summer School Committee held on 13th January 1973 in which it was agreed that the Summer School fee be kept at as low a level as possible and suggested that it be in the region of £20 or £21 per week and that the daily and fortnightly fees be in proportion.

The Chairman explained that the University had increased their charge and that there was the possibility that an additional charge would be made for VAT.

After consideration, the Committee agreed the fees (inclusive of VAT) as follows:

One Week Course	- Tuition and Maintenance	£21.00
Two Week Course	- " "	£41.00

<u>Examination Candidates</u>		
Two Week Course only -	" "	£43.50

Non-Resident

One Week Course	£ 3.50
Two Week Course	£ 6.00

<u>Examination Candidates</u>	
Two Week Course only	£ 9.50

Day Visitor 75p

If the Society were not liable to pay VAT, then a refund would be made.

Honorarium to Pianists: The Committee agreed that the honorarium to pianists should be raised from £2.10 to £3.00 per week.

6. OTHER  
BUSINESS :a) Publications Meeting - 13th January 1973i) 50th Anniversary Brochure

The Chairman said that the Publications Committee were charged with producing a 50th Anniversary Brochure and they reported that if the Webb offset method of printing was used, one printer had estimated that the cost for 15,000 copies would be £1,000.

The Committee noted these figures as a possible expense and instructed that the Publications Committee obtain at least three estimates from printers.

ii) Publicity Film

The Chairman reported that Mr. Forsyth Hardy of Films of Scotland had approached him regarding the possibility of making a film similar to "Scotland Dances". It would cost approximately £5,000 to make this film and the Society were being asked to bear half the cost and provide the dancers. The Publications Committee had discussed this matter, but felt that this could not be undertaken this year.

The Committee endorsed this view and expressed doubts as to the wisdom of spending £2,500 on such a film. Mr. Brown undertook to make further enquiries to see whether the contribution from the Society might be reduced.

b) Office Equipment

i) Telephone. The Committee agreed that the telephone in the front office be re-sited and that a more modern telephone be installed. It was noted that the estimated cost for this work would be £7.50 and that a rent increase of 25p per quarters would be made.

c) Office Supplies - Roneo Ltd.

It was reported that the Secretary had arranged with Roneo Limited that a 10% discount be given on the supply to the Society of duplicating paper, stencils and ink. She had also asked permission to buy a coupon book for these items. This was agreed.

d) Books with Music Nos. 22 and 23

Bell, Lird & Coghill Ltd. had indicated that they still had the following stocks:

Book 22 - 1000 copies  
Book 23 - upwards of 4,000

The Committee agreed that, as these books were quite new editions, they should be stored at Headquarters.

e) Coiling of Stairway

It was reported that in July 1972 the coiling of the stairway had been damaged by water. The Committee instructed the Treasurer to claim damages from the Insurance Company.

f) Letter from Mr. G.R. Reah - Manchester Branch

Manchester Branch Committee had discussed the Society's Life Membership Fund and asked that the Finance Committee consider the following proposal:

"That, to reflect its true value, the Society's Life Membership Fund be annually credited (from the proceeds of the Society's investment income) with the investment interest earnable on the capital value of the Fund; the amount to be calculated on the basis of the balance of the Fund at the beginning of the financial year - after transfer to revenue of that proportion due for subscriptions - and of the average rate of interest earned on all the Society's investments during the year."

The Chairman invited Miss Vaughan to comment on Mr. Reah's letter and the proposal from the Manchester Branch.

Miss Vaughan gave a full explanation of how the Life Membership Fund was dealt with at present and why, in her view, it would be inappropriate to adopt the proposal. She explained that, unlike the Staff Fund, the Life Membership Fund was not strictly a separate entity, but formed part of the general finances of the Society.

After a full discussion, it was agreed not to accept the proposal of Manchester Branch and it was remitted to the Chairman to reply to Mr. Reah, expressing the Committee's appreciation of the work he and Dr. Hall had put into preparing the proposal and explaining the reasons why the Committee had decided not to adopt it.

g) Date of Next Meeting - 3rd March 1973 at 10.30 a.m.

The Meeting closed at 1.20 p.m. with a vote of thanks to the Chairman, proposed by Mrs. Parker.

*James B. L. Brown*  
*Chairman*  
3/3/73

MINUTES of a MEETING of the FINANCE COMMITTEE held at 12 Coates Crescent, Edinburgh on SATURDAY, 3rd MARCH, 1973 at 10.30 a.m.

PRESENT : Mr. J.B.C. Brown (In the Chair)  
Miss J.C. Milligan (Vice-President)  
Miss F.H. Adams, Mr. J. Corbett, Miss M.A. Rae, Miss M.L. Ross,  
Mr. J. Taylor, Mrs. J. Thomson,  
Miss D.H. Vaughan (Treasurer) and Mrs. Ann Burt (Secretary).

APOLOGY : Mrs. M. Parker.

The Chairman welcomed the new Secretary to her first meeting of the Finance Committee.

1. MINUTES : a) The Chairman read the Private Minute of the meeting held on 27th January 1973 and this was approved.  
b) Mr. Corbett moved and Miss Ross seconded the adoption of the Minutes of the last Meeting held on 27th January 1973 (previously circulated). Agreed.

2. BUSINESS ARISING : a) Headquarters Property  
The Chairman reported that he was still negotiating for permission for change of use to be granted. The Edinburgh Corporation Planning Committee had mistaken Coates Crescent for the largely residential area of Coates Gardens. Planning permission had again been refused by the sub-committee of the Planning Committee and this negative recommendation was to go forward to the full Planning Committee on March 8th at which Mr. Brown and the Society's solicitors were to be present.

- b) Office Furniture  
Mrs. Park had viewed the second-hand furniture, previously minuted, and had been offered two desks, one table and one chair for £20. The Committee agreed to this expenditure.

- c) Value Added Tax  
The Treasurer reported that she was still hopeful that the Society and its Branches would be excluded from Value Added Tax and that she was receiving support from the Scottish Education Department. She had been advised to wait until after the Budget on March 6th, 1973 before pressing the matter further and it was agreed to leave this matter in the hands of the Chairman and Treasurer.

- d) Ceiling of Stairway  
The Treasurer reported that a claim for water damage to the ceiling had been lodged with the Norwich Union Insurance Company.

- e) Mr. G.R. Reah - Manchester Branch  
The Chairman read the letter which he had sent to Mr. Reah of Manchester Branch regarding the Life Membership Fund offering the reasons as reflected in Minute 6(f) of the Finance Committee Meeting of 27th January 1973.

The Manchester Branch had expressed their gratitude for the lengthy and reasoned explanation and the matter was considered concluded.

- f) Social Workers' Pension Fund  
Arising from the private minute, the Chairman said that consideration had been given to Mrs. Burt's request to remain a member of the Social Workers' Pension Fund. The Treasurer reported that all Pension Funds from April 1974 would be subject to scrutiny by the Government and this would guarantee that the Social Workers' Pension Fund would be of a recognised standard.

The Treasurer had enquired of an Insurance Company if they could offer a better provision but it was finally agreed that Mrs. Burt be allowed to continue in the Social Workers' Pension Fund with a 5% contribution by both employer and employee. The Treasurer was instructed to apply for membership of the Social Workers' Pension Fund by the Society.

The Committee further agreed to leave the Staff Fund meanwhile.

- g) Miss Milligan reported that she had invited Miss Nan Macdonald to look after the office at the St. Andrews Summer School for four weeks and it was agreed that all Miss Macdonald's travel and residential expenses be met and that she be given an honorarium as a part-time employee.

This principle having been agreed, the Committee decided to leave the final details until later.

3. FINANCIAL STATEMENTS : a) ACCOUNTS PAID during January 1973, to meet the normal expenses of the Society, totalling £495.45, were examined and approved.

- b) Bank Balance and Investments  
The Treasurer spoke to the prepared document showing the narrower and wider range investments which indicated that the recommendation of the Committee to improve capital growth had been implemented.

The Treasurer pointed out that the balance of £137 was being put on Deposit Account until sufficient money had accrued to make a further investment.

4. BRANCH BOOK RETURNS : The Treasurer reported that some Branches had not made a return in respect of the books sent to them "on sale or return" for some years and some Branches returned books in a condition impossible to sell.

It was agreed that each Branch be asked to make a return within a given period and those Branches who failed to do so should not be sent further supplies of books on this basis. The Treasurer asked the Committee to consider if an increased discount might provide an additional incentive for "cash with order" purchases, but the Committee agreed to take no action meanwhile.

5. ANY OTHER BUSINESS : a) Mrs. Erskine  
The Chairman reported that Mrs. Erskine had commenced employment in May 1971 on a part-time basis at 40p per hour, i.e. £6 per week. It was appropriate to consider an increase in her salary within the terms of the Government Prices and Incomes Policy, and it was agreed that this matter be remitted to the Chairman, Treasurer and Secretary.

- b) Part-time Assistance  
The Secretary considered that it would be necessary to engage part-time assistance during the afternoons after Mrs. Park commenced her part-time employment. This was agreed in principle and the matter was remitted to the Chairman, Treasurer and Secretary.

- c) Conference on "Sport for All", London, 22nd March 1973  
The Chairman reported that Mr. Ireland had agreed to attend this Conference and that the fee would be £3.00. The Committee agreed to meet this.

- d) Dollar Rate  
The Chairman drew attention to the fluctuating dollar rate in connection with the Society's sales and Summer School fees.

The Treasurer moved that Canadian and United States members be asked to consult their bankers for the current rates before sending their remittances and, if insufficient money was sent, the Secretary should write asking for the balance. A letter should also be sent to all Canadian and United States Branch Secretaries to this effect. Agreed.

- e) Adding Machine  
It was agreed that a small adding machine be purchased and the Committee authorised an expenditure of between £26 - £70, depending upon the type of machine purchased.

6. MEETING DATES : 5th May, 1973 at 10.15 a.m. for 10.30 a.m.  
28th July, 1973 at St. Andrews.

The Chairman said that as this was the last meeting of the Finance Committee as presently constituted, he wished to place on record his sincere thanks to all members for their work during the past eighteen months of office.

The meeting closed with a vote of thanks to the Chairman by Miss Milligan.

James B.C. Brown, Chairman  
5/5/73

MINUTES of a MEETING of the FINANCE COMMITTEE held at 12 Coates Crescent, EDINBURGH, on SATURDAY, 5th MAY, 1973 at 10.30 a.m.

PRESENT: Mr. J.B.C. Brown (In the Chair)  
Miss J.C. Milligan (Vice-President)  
Miss F.H. Adams, Miss A. Allan, Mr. J. Corbett, Mrs. M. Parker,  
Miss M.A. Rae, Miss M.L. Ross, Mr. J. Taylor, Mrs. J. Thomson,  
Miss D.M. Vaughan (Treasurer) and Mrs. Ann Burt (Secretary)

The Chairman, in his opening remarks, reported with regret the deaths of the Honorary Vice-President, The Duke of Hamilton, and the previous Chairman, Mr. J.L. Lothead.

1. MINUTES: The Minutes of the last Meeting held on 3rd March 1973, previously circulated, were approved and signed as a correct record.

2. BUSINESS ARISING:  
a) Headquarters Property.  
It was with pleasure that the Chairman reported that permission to change the use of the basement from residential quarters to a commercial art gallery, for a limited period of five years in the first instance, had been granted. This consent would be subject to loading and unloading taking place in off-peak traffic hours and to the advertising display being restricted to a wall mounted plaque (20" x 24") between two of the basement windows. In reply to a question from Mrs. Parker, the Chairman agreed that the feu superiors be consulted.

b) Office Furniture  
The Chairman reported that the purchase of second-hand furniture, as agreed at the last meeting, had fallen through. It was therefore agreed that two desks be purchased at a price of £34.50 each + VAT and one typist's chair for £13.40 + VAT.

c) Value Added Tax  
i. The Treasurer reported that the Society's publications were zero rated.  
ii. The Treasurer read a letter she had written to the Customs and Excise asking their advice on whether the Society, with especial reference to the Summer School fees, would find it necessary to register; the Treasurer agreed to advise Branches when the final position was known.

d) Part-time Assistance  
Appointment of Mrs. E. Lauener - see Confidential Minute Book.

e) Adding Machine  
This had been purchased at a cost of £25.35.

f) Summer School  
It was agreed that Miss N. Macdonald's remuneration be considered at the next meeting of the Finance Committee which would be held at St. Andrews on 28th July 1973.

3. FINANCIAL STATEMENTS:  
a) ACCOUNTS PAID during February and March 1973 to meet the normal expenses of the Society, totalling £413.73 and £814.58 respectively, were examined and approved.  
b) i. The Chairman tabled the Bank Balance and Investments. It was agreed that £2,000 of the Edinburgh Corporation loan, which was due for renewal, be re-invested with the City of Edinburgh. It was further agreed that a further £1,000 of the loan to the City of Edinburgh and £2,000 of the East Lothian County Council loan, totalling £3,000, be re-invested in redeemable Government Stock at 9½%, which would ensure growth and a high rate of interest.

ii. Comparative Statement of Income and Expenditure for the nine months ended 31st March, 1973. The Committee compared the estimated expenditure with the actual expenditure and it was agreed that the cost of the electrical wiring be transferred from the "Repairs and Decoration" to capital expenditure and the £150 for the Bulletin should be transferred from "Printing and Stationery" to "Publications" on the grounds that copies were

sold to members.

4. JUBILEE BALL:  
The Chairman reported that the General Purposes Committee had set up a Ball Committee which had met on 18th April. A budget had been made from which it was deduced that each ticket would cost £3.00 which it was hoped would cover the cost of invited guests. Should there be a deficit this would be charged against the Society. Miss Milligan reported that she had received a letter from Mr. J. McLeod offering to give his services free but as both the General Purpose Committee and the Ball Committee had agreed to invite the bands of Jack Delaney and Atholl Players, it was agreed that these arrangements should stand.

5. HEADQUARTERS MAINTENANCE:  
a) Floor Coverings.  
The Chairman reported that estimates had been received for floor coverings in the Hall and General Office but these were not directly comparative. After some discussion, it was agreed that the estimate for the General Office be accepted for heugofelt tiles at £169.40 and an upper limit of £200 was set for the Hall.

b) Paintwork.  
It was agreed that the meter cupboard and ceiling in stairway should be painted and the hallway might be touched up.

6. ANY OTHER BUSINESS:  
a) Application for support for London Branch Team to visit Portugal International Folklore Festival, Santarem, Portugal, 15th - 17th June, 1973. Mrs. Parker proposed and Mr. Corbett seconded and it was agreed that the London Branch be offered a grant of £50 to support their visit to Portugal. The Secretary was instructed to send this amount explaining that it was limited to this amount because it was their second application within the financial year.

b) C.C.P.R. - Memorial Fund to commemorate the Life and work of Phyllis Colson, C.B.E.  
It was agreed that a £5.00 donation be sent to this fund.

c) Jubilee Brochure.  
The Chairman reported that Mr. Jim Nicholson had executed the preliminary art work for the cover of the Jubilee Brochure. The Committee agreed that the completed work be acknowledged and a sum not exceeding £20.00 was authorised.

d) Annual General Meeting, Glasgow, November 2nd/3rd., 1973.  
Miss Ross reported that about 900 people would attend the luncheon in Glasgow. The lunch would cost about £2.30 each and it was hoped that Miss Milligan's 'Mile of Pennies' would subsidise this by £1.00 per head. The following were agreed:-

- i. The Society would underwrite the cost in case of deficit.
- ii. The Society would pay the full cost of honorary office-bearers and guests which it invited.
- iii. Members of the Executive Council would be expected to pay for their own lunch, a departure from the usual custom.

28th JULY at St. Andrews.

7. DATE OF NEXT MEETING:

The Meeting closed at 12 noon with a vote of thanks to the Chairman proposed by Mrs. Parker.

*James B. C. Brown*  
*barrow*

28/7/73

MINUTES of a MEETING of the FINANCE COMMITTEE held at University Hall, Kennedy Gardens, St. Andrews on SATURDAY, 28 JULY 1973 at 2.30 p.m.

PRESENT : Mr. J.B.C. Brown (In the Chair)  
Miss J.C. Milligan (Vice-President)  
Miss F.H. Adams, Miss A. Allan, Mrs. M. Parker, Miss M.L. Ross,  
Mr. J. Taylor, Mrs. J. Thomson.  
Miss D.M. Vaughan (Treasurer) and Mrs. Ann Burt (Secretary).

APOLOGIES : Miss M. Rae and Mr. J. Corbett.

1. MINUTES : The Minutes of the last Meeting, held on 5th May 1973, previously circulated, were approved and signed.

2. BUSINESS ARISING : a) Headquarters Property

The Chairman reported that the Art Gallery in the basement had now been opened and the first exhibition had been held.

A Note of Fee had been received from the lawyer amounting to £72.37 which included payment for his advice on the San Francisco Branch as well as his services in connection with the change of use of the basement premises. It was recognised by the Committee that this fee would have been much larger had it not been for the assistance of the Chairman and Miss Milligan expressed the Committee's thanks for his services in this connection.

The Treasurer reported that she hoped to receive the tenant's first advance of rent in the near future.

b) Office Furniture

The Chairman reported that as had been already agreed, two desks had been purchased at a cost of £69.00 and a typist's chair at a cost of £15.74.

c) Value Added Tax

The Treasurer reported that she still hoped that the Society would be declared exempt from VAT. The Scottish Education Department appeared to consider the Society's work as being of an educational nature. The Committee agreed to leave it to the Treasurer to make further enquiries.

It was noted that, should the Society become liable for the payment of VAT, tax might have to be paid retrospectively on that amount of the Summer School fees charged by the Society less that paid to the University.

d) Summer School

The Chairman reminded the Committee that it had been agreed in principle to remunerate Miss N. Macdonald who was attending to the sale of books and records as well as numerous enquiries in the office at the Summer School. An amount was agreed which was to be recorded in the Confidential Minute Book.

It was further agreed that Miss Macdonald should be assisted on a roster basis by members of the Summer School Committee who had offered their help.

e) Headquarters Maintenance - Floor Covering

The Chairman reported that heugofelt tiles had been laid in both the General Office and Hall at a cost of £261.08. The swing door, supported on a concealed metal hinge, had proved to be an unexpected difficulty but advice was being sought from the Joiner, Adam Currie, Ltd., who were shortly expected to erect the partition at the top of the stairs.

Linoleum at the top of the stairs and in the mini kitchen would be fitted when the joinery work was complete.

A damp patch was apparent in the basement and it was thought that this was caused by a leaking roof gutter on the adjacent building which had been reported to the owners.

f) Jubilee Ball

The Chairman reported that there was a small surplus partly due to the fact that it seemed likely that Edinburgh Corporation would pay for all floral decorations.

g) Annual General Meeting 1973

Miss Ross reported that invitations had been held back because the Hotels had been late in giving their lists to be sent out with the invitations. These had now been received and it was hoped that the invitations would be despatched in the near future.

3. FINANCIAL STATEMENTS : a) The Committee approved the Accounts paid since the last meeting and those due for payment on 31st July.

b) The Committee received the draft Income and Expenditure Account for the year ended 30th June 1973 and Balance Sheet as at that date. It was agreed that as the full-time staff now had an opportunity to belong to the Social Workers Pension Fund, no allocation be made to the Staff Fund this year.

It was further agreed that in future that the Summer School Fees and the Examination Fees should be shown as "Fees from Students less Expenses".

It was decided to capitalize the cost of dividing the building into two flats.

c) The Committee considered the estimates drawn up by the Treasurer for the year 1973/74 and after some minor alterations were made, it was agreed that these be accepted.

It was then agreed that the production of the accounts, after audit, and the estimates to be printed in the Bulletin, be left to the Chairman and Treasurer.

The Chairman reported that the Secretary, on his instructions, had prepared a costing of the labour, materials and postage required for each 40p subscription taken out through Headquarters and it was apparent that this figure was inadequate. The Chairman reminded the meeting that it had been agreed that business of a controversial nature would be excluded from the 1973 Annual General Meeting, but it was decided that fair warning should be given of a possible increase in the annual subscription.

It was further agreed that advertisements should be sought for the 1973 Bulletin at a cost of £20 per page.

4. REPRINT OF INDEX : The Chairman reported that 7,500 copies had been ordered at a cost of £184, the slightly increased price being due to the fact that the Index had proved somewhat longer than the earlier one. Agreed that this be sold at 5p per copy.

5. GOLDEN JUBILEE BROCHURE : 5,000 Dance leaflets had been ordered -  
First 1000 £ 16.00  
Subsequent 1000's - £9.00 36.00  
£ 52.00

This price was related to the number of Jubilee Brochures to be printed.

To be sold at 10p per copy.

6. ANY OTHER BUSINESS : a) Fire Extinguisher. Agreed to purchase a fire extinguisher at a cost not exceeding £25 plus service charge of 50p.

b) Flag Pole. Miss Adams asked that enquiries be made regarding the erection of a flag pole at Headquarters and the Chairman agreed to investigate this matter.

c) Staff. The Chairman reported that Mrs. Park had tendered her resignation and the Committee received this with regret. It was agreed that an Assistant to the Secretary be appointed whose duties would include four weeks' residence at the Summer School. Further details are recorded in the Confidential Minute Book. The Secretary would hold preliminary interviews and a Panel consisting of the Chairman, Miss Milligan, Miss Adams and the Secretary be empowered to appoint.

It was decided that a new manual typewriter be purchased for a price not exceeding £140.

7. DATE OF NEXT MEETING - To be arranged.

Since the meeting, it has been arranged that the next meeting be held at the Albany Hotel, Glasgow at 10.30 a.m. on Saturday, 3rd November, 1973.

*James B. C. Brown*  
*6/11/73*

*3/11/73*

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a MEETING of the FINANCE COMMITTEE held in the Gallery Room, Albany Hotel, Douglas Street, Glasgow on SATURDAY, 3rd NOVEMBER, 1973 at 10.30 a.m.

PRESENT: Mr. J.B.C. Brown (In the Chair)  
Miss J.C. Milligan (Vice-President)  
Miss F.H. Adams, Miss A. Allan, Mr. J. Corbett, Mrs. M. Parker,  
Miss M.A. Rae, Miss M.L. Ross, Mr. J. Taylor, Mrs. J. Thomson,  
Miss D.M. Vaughan (Treasurer) and Mrs. Ann Burt (Secretary).

1. MINUTES: Miss Adams proposed and Mr. Taylor seconded that the Minutes of the last meeting held on 28th July, 1973, previously circulated, and the Minutes recorded in the Private Minute Book of 28th July, 1973, be adopted and these were approved and signed.
2. BUSINESS ARISING:
  - a) Value Added Tax  
The Treasurer reported that she was negotiating with Customs officials in London who had conceded that on account of the educational work undertaken by the Society, a case for exemption might be established if on investigation this proved to be one of the main functions of the Society.  
  
It appeared that the Branches which were separately established were at present considered separate units, and as the turnover in no case exceeded £5,000, were wholly exempt.
  - b) Summer School, St. Andrews, 1973  
The Chairman read a letter of thanks from Miss Macdonald for the gratuity paid in respect of her services to the Summer School.
  - c) Bulletin  
The Chairman reported that three estimates had been obtained for the printing of 17,500 copies of the Bulletin. Howie and Seath, approximate estimate £870; Alexander Ritchie and Sons, £927.12; Reiver Press Limited, £620. All printers had estimated that they would add the postage for dispatching parcels to branches. The Reiver Press quotation had been accepted.  
  
The Chairman further reported that the Secretary had obtained advertisements as agreed at the last Finance Committee, at £20 per page and £12 per half-page, and it was expected that the revenue from these would amount to £155.
  - d) Golden Jubilee Brochure  
The Chairman reported that because a better quality paper had been decided upon by the Publications Committee and other factors beyond the control of the printers, the price for 20,000 copies of the Brochure had risen by £60, the sum total now being £1,145.
  - e) Typewriter  
The Chairman reported that a discount of 25% had been obtained from Olivetti and a typewriter had been purchased at a cost of £118.40.
  - f) Fire Extinguisher  
The Chairman reported that a fire extinguisher had been purchased at a cost of £15.95.
3. FINANCIAL STATEMENTS:
  - a) The Committee approved accounts paid in July, August and September, 1973.
  - b)/



- b) It was reported that no change had been made in the investments held at 30th June, 1973 and published in the annual accounts.
- c) Summer School 1973. The financial statement was studied in detail. Miss Adams requested a change in wording so that the inference that teachers received fees would not arise. This was agreed.

It was agreed that the Chairman, Treasurer and Secretary should reconsider the proportion of administration expenses allocated to the Summer School and report at the next meeting.

4. ANNUAL  
GENERAL  
MEETING:

The Chairman read to the meeting the Report on the Annual Accounts which, subject to the approval of the Committee he proposed to submit to the Annual General Meeting later in the day.

Mr. Brown pointed out that last year's estimates forecast a deficit of £450 on the assumption that a contribution of £200 would be made to the Staff Fund. Alternative arrangements had been made for staff pensions and this year no such contribution had, in fact, been made. Consequently last year's estimated deficit could be regarded as £250.

In fact, however, there had been a surplus this year of £357. The reason for the surplus as compared with the estimated deficit was largely accounted for by an increase in revenue over estimates of approximately £1,100 mainly as a result of increased affiliation fees (£400 instead of £150) donations of over £100, more interest on investments (£140) and an increase in Summer School fees of £500.

On the other hand, actual expenditure had been about £300 more than the amount forecast.

Comparing this year's figure with last year's actual, Mr. Brown referred first to a difference in presentation. Expenditure on Summer and Autumn Schools had been omitted from the expenditure side of the Revenue Account and the item on the income side was shown as fees less expenses, thus reducing the account sizeably.

Main differences between this year and last year were reduction in Subscription Income of £400, an increase in Affiliation Fees of about £100, an increased surplus on Summer and Autumn Schools of about £600, a reduction in Royalties of £100 and a reduction in the surplus from sales of publications of £580. Last year's surplus on sale of publications was, of course, a record high level.

On the expenditure side, staff salaries had increased by £400, travelling and meeting expenses were marginally down. Printing and stationery had risen by £100 as had telephone and postages. The expense of printing the Bulletin rose by nearly £60 while expenditure on extension work Overseas was down by over £350. About £300 more was spent on repairs and renewals compared with the previous year.

In the Appropriation Account there was a new item - Loss on Sale of Investments of £153. This was the result of a change in investment policy recommended by the Society's brokers and in the long run would be offset by capital gains in the future.

In the Publications Account he noted that sales of books were down by £330 while purchases of books, including last year's subscription copy, had increased by nearly £500.

In the Balance Sheet, Mr. Brown drew attention to the item of £636 for the cost of alterations at Headquarters - necessary to enable the basement to be let with the result that the Society was now receiving a rent for this part of the building.

Investments listed on the back of the Accounts reflected the changed policy showing £3605 in Investment Trusts, purchased in March.

The Committee unanimously approved the Report and thanked the Chairman for his clear exposition of the Accounts.

5. STAFF

The Chairman read the Minutes of the General Purposes Committee of 1st September, 1973 recorded in the Private Minute Book. The salary scales were reviewed and minuted in the Private Minute Book.

6. ANY OTHER  
BUSINESS:

The Chairman reported:

- a) A break-in had been made at Headquarters and Petty Cash and tea money had been taken to the value of £3.90. There would be a further claim to the insurance for a repair to the lock of £9.07 and it was hoped that these amounts would be recovered in total.
- b) Lighting in the General Office was inadequate and the Chairman hoped to make some improvement himself.
- c) The Secretary reported that the paintwork had been carried out as follows:

Partition	£28.00
Hatch	£4.00
Cellar doors	£8.00

This latter expense had been decided upon by the Chairman as the estimate for bricking up the cellar doors had increased from £51 to £82.

7. DATE OF  
NEXT  
MEETING:

Saturday, 26th January, 1973 at 10.30 a.m. for 10.45 a.m.

The meeting closed at 11.45 a.m. with a Vote of Thanks to the Chairman by Miss Rao.

*James B. L. Brown*  
*Corvane*  
*26/1/74*

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a MEETING of the FINANCE COMMITTEE held at 12 Coates Crescent, Edinburgh, on Saturday, 26th January, 1974.

PRESENT: Mr. J.B.C. Brown, Convener, (In the Chair)  
Miss J.C. Milligan (Vice-President)  
Miss F.H. Adams, Mr. J. Corbett, Dr. L.R. Currie,  
Mr. D. Macleod, Miss M.A. Rae, Mrs. M. Parker,  
Miss M.L. Ross, Mrs. J. Thomson  
Miss D.M. Vaughan (Treasurer) and Mrs. Ann Burt (Secretary).

APOLOGIES Miss A. Allan, Mr. J. Taylor.

1. MINUTES: The Minutes of the last meeting held on Saturday, the 3rd November having been previously circulated were approved and signed.

The Minutes recorded in the Private Minute Book of 3rd November, 1973, having been read by the Chairman were approved and signed.

2. BUSINESS ARISING: a) Value Added Tax

The Treasurer reported that she had received a letter from the Customs & Excise Head Office stating that as at present constituted the Summer School Fees were liable for VAT. This had been followed by a request from the Scottish Office, York Place, Edinburgh asking for more information and suggesting that if the Summer School were held in conjunction with St. Andrews University the Summer School might be exempt. Miss Milligan offered to investigate this aspect with Miss Walker.

It was agreed that the Chairman and the Treasurer should continue negotiations with the Customs & Excise Department and that Miss Milligan should approach the University.

Dr. Currie suggested that if it were not possible for the Society to be given exemption as an educational body the Summer School might be hived off as a separate entity which would reduce the Society's accounts to less than £5,000, the upper limit for VAT tax exemption.

- b) Golden Jubilee Brochure

The Chairman reported that the Golden Jubilee Brochure had grown to 24 pages because the Publications Committee agreed that it was important that events during the Jubilee Year should be fully covered.

In addition the Printer had recommended that the original offset litho method chosen, which necessitated the use of paper which showed printing from the other side, be abandoned and the flat-bed offset litho process which used coated paper should be substituted.

Comparative/

Comparative costs were:-

- a) Original method, 24 pages <sup>20,000</sup> ~~2,000~~ copies - £1,325  
b) Flat-bed process, 24 pages <sup>20,000</sup> ~~2,000~~ copies - £1,962

In addition it had been thought advisable to print the Suite of Dances on golden yellow paper at an extra cost of £50. Thus the total cost would be slightly in excess of £2000.

The recommendations from the Publications Committee were accepted and approved by the Finance Committee.

The Committee agreed that extra copies of the Golden Jubilee Brochure should be sold at a cost of 35p exclusive of postage and subject to a price review in the event of a reprint.

Dr. Currie said that the proofs had been read and that the printer hoped to produce the Brochure by the end of February.

- c) Lighting in General Office

The Chairman reported that this matter still had certain problems to be overcome.

- d) Staff

The Chairman reported that an assistant to the Secretary had been appointed - Miss Jean McCole of the North West Ayrshire Branch - and gave the Committee details of this appointment as recorded in the private Minute Book.

- e) Treasurer's Honorarium

It was agreed to increase the Honorarium paid to the Treasurer to the amount recorded in the private Minute Book.

- f) Headquarters' staff during Summer School period

It was agreed that a temporary typist be engaged during this period and that her salary be charged to the Summer School. The Chairman would discuss with the Secretary the hours to be worked.

3. FINANCIAL STATEMENTS

a) The Committee approved accounts paid in October, November and December, 1973, £16,629.66, £1,025.35 and £1,554.12 respectively, and the Treasurer agreed that the detail "Central Secretarial Services" be transferred to the item connected with salaries.

b) It was reported that no change had been made in the investments since the 30th of September, 1973.

The Treasurer suggested that the Committee might wish to invest £1,000 in a Local Authority Yearling Bond because the rate of interest was higher than was normal for other Trustee Stock.

The Committee agreed to this proposal.

c) The Comparative Statement of Income and Expenditure for the six months ended 31st December, 1973, was approved and it was noted that instead of a budgeted deficit of £90 there was an actual surplus of £3,115. The surplus:

- (a) was inflated by the unusually large amount of interest on the Summer School Account which would not normally be repeated, and  
(b) would be reduced by the increased cost of the Jubilee Brochure still to be met.

## 4. SUMMER SCHOOL ACCOUNT

a) 1973 Allocation of Administrative Expenses

The Treasurer had revised this account in the light of more factual knowledge and this was accepted by the Committee.

The Chairman reminded the Committee of the voluntary service given to the Society's Summer School by many of its members.

The Summer School was an important source of regular income and it was decided that in future forward planning, the Society should aim at the Summer School making a surplus of between £2000 and £2500, i.e. about 10%.

b) Fees for Summer School

The Chairman said that in arriving at a suggested figure for fees for the Summer School he and the Treasurer had been able to consult only the original draft of the Summer School Accounts. Having regard to the amount charged by the University they had recommended the following fees to the Summer School Committee which he hoped would be homologated by the Finance Committee.

It was recognised that there would probably be reduced numbers at the 1974 Summer School.

Resident

One Week Course - Tuition and Maintenance	£23.00
Two Week Course - Tuition and Maintenance	£45.00

Examination Candidates

Two Week Course only - Tuition and Maintenance	£48.00
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Non-Resident

One Week Course	£4.00
Two Week Course	£7.00

Examination Candidates

Two Week Course only	£11.00
Day Visitor	£1.00

On the proposal of Miss Rae seconded by Mrs. Thomson, the Committee agreed.

A suggestion by Dr. Currie that in future a "ghost" fee should be added to the accounts for voluntary staff was not accepted.

The Chairman asked that the final Summer School Accounts be available earlier in future in order to allow the Finance Committee to consider the fees for the following year prior to the meeting of the Summer School Committee.

Dr. Currie suggested that in future there could be an overlap of the Summer School and Finance Committees to discuss the question of fees and this was agreed.

## 5. OFFICE HOURS

The Chairman and Secretary explained the arrangements that had been made to comply with the Emergency Regulations regarding heating and lighting.

Lighting - Monday, Tuesday and Wednesday were "dark" days and the office often closed about 4 o'clock when the light faded. The staff started earlier and had a reduced lunch hour so that all hours were fully worked.

Heating - Night-Store heaters were boosted at night and supplemented by paraffin heaters during the day.

The Chairman said that the staff were to be thanked for their efforts during these difficult times.

## 6. PATERSON'S PUBLICATIONS

Owing to the increased cost of publishing a recent reprint, Paterson's Publications requested that the selling price of books 1 and 2 be increased from 25p to 30p.

The Chairman reminded the Committee that under the Agreement Paterson's Publications were unable to make a unilateral decision and required the consent of the R.S.C.D.S.

The Secretary had consulted the Convener of the Finance Committee and Treasurer and this had been agreed.

The Committee homologated the decision.

## 7. ANY OTHER BUSINESS

a) Office Chair

It was agreed that another office chair be purchased.

b) Signatories for Cheques

It was agreed that the following be empowered to sign cheques, two signatures being required for each cheque:

Chairman - Dr. Leslie R. Currie

Convener of Finance Committee - Mr. J.B.C. Brown

Secretary - Mrs. Ann Burt

Treasurer - Miss D.M. Vaughan

c) Interior Cleaning

The Chairman reported that two firms had been asked to supply estimates for cleaning the interior of the building and it was hoped to have these in time for the next meeting.

d) Outside paint work

The Chairman asked members of the Committee to consider the condition of the outside paint work.

e) Manchester Branch - Loss on Examination Class.

The Chairman read a letter from the Manchester Branch asking for the Society's consideration in respect of the loss of £45.54 incurred in conducting their Examination Classes especially in view of the fact that a quarter of the pupils had come from Branches outwith the Manchester Branch area.

It was agreed that the Society should bear the total cost of holding the examination namely £9.34 plus one quarter of the remaining deficit i.e. one quarter of £36.20 or £9.05, making a total of £18.39.

It was proposed by Mrs. Parker and seconded by Mr. Macleod and agreed that the sum should be rounded up to £20.

d) Edinburgh Branch

The Chairman reported the receipt of a letter from the Edinburgh Branch regarding a visit to Sweden or France and asking for a contribution towards their expenses.

It was agreed that this be considered in the light of current policy when further details were known.

e) Annual Subscription Review

Dr. Currie asked that this be placed as an item on the Agenda for the Executive Council. Agreed.

f)/

5.

f) Mileage Allowance

It was agreed that, notwithstanding that Committee members would continue to receive only the cost of their petrol, a mileage allowance of 5p per mile (plus bridge tolls incurred) should be paid to the staff, viz. the Secretary and the Treasurer, when using their cars on Society business.

g) Miss Ross, Chairman of the Glasgow Branch, reported that after meeting the entire expenses of the Annual General Meeting weekend, having been subsidised by Miss Milligan's Mile of Pennies, there was a balance of approximately £300.

The Chairman stated that the proper procedure would be for the Treasurer of the Glasgow Branch to be invited to submit his accounts for the Weekend together with the balance of £300 which could be deposited in a special Jubilee Account. It would then be for the Executive Council to decide how the surplus should be spent.

Miss Milligan considered that as she had collected the money it should remain with the Glasgow Branch. She wished the Jubilee Year to be commemorated by the planting of trees for which part of this money could be used and thought that the remainder might be put towards the cost of the Jubilee Brochure.

The Chairman considered that as a matter of principle any surplus should go to the Society and that the Executive Council should decide how it should be spent when no doubt Miss Milligan's wishes would be fully taken into account. He had had some discussion with the Glasgow Branch officials who were fully in agreement with this approach.

After further discussion and on a vote being taken it was decided to follow the Chairman's recommendations.

h) The following members gave notice that they would be retiring at the next meeting of the Executive Council:-

Mr. J.B.C. Brown, as Convener of the Finance Committee.

Mr. J. Corbett.

Miss M.L. Ross.

8. DATE OF  
NEXT  
MEETING

Saturday, 2nd March, 1974, at 10 a.m. for 10.15 a.m.

There being no further business the meeting closed at 1.15 p.m. with a vote of thanks to the Chairman proposed by Dr. Currie.

*James B.C. Brown*  
*Convener*  
*2/3/74*

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a MEETING of the FINANCE COMMITTEE held at 12 Coates Crescent, Edinburgh, on Saturday, 2nd March 1974 at 10.15 a.m.

PRESENT: Mr. J.B.C. Brown, Convener, (In the Chair)  
Miss J.C. Milligan (Vice-President)  
Dr. L.R. Currie  
Mr. D. Macleod  
Miss F.H. Adams  
Mr. J. Corbett  
Mrs. M. Parker  
Miss M.A. Rao  
Miss M.L. Ross  
Mr. J. Taylor  
Mrs. J. Thomson  
Miss D.M. Vaughan (Treasurer) and Mrs. Ann Burt (Secretary)

APOLOGIES: Miss A. Allan.

1. MINUTES: The Minutes of the last meeting held on Saturday, 27th January 1974 having been previously circulated were approved and signed, after item 2(b) had been amended from "2,000 copies" to "20,000 copies".

2. BUSINESS ARISING: a) Value Added Tax

It was agreed that the Treasurer would make a report when more definite information was available.

b) Office Chair

The purchase of a new office chair was in hand.

c) Annual General Meeting Weekend

The Convener reported that, after the receipt of the fund of Miss Milligan's Mile of Pennies, the Glasgow Branch had a balance of £331.46, all expenses of the Annual General Meeting having been paid. This amount had been remitted to the Treasurer who held it in a special account.

After discussion it was agreed that this balance be spent on providing a free copy of the Brochure to each Branch and certain other special people. These copies would be signed by the Vice-President and other Officials of the Society.

3. FINANCIAL STATEMENTS: a) The Committee approved accounts paid in January to the value of £2,121.29.

b) Bank Balance and Investments. The Treasurer reported that a Yearling Bond had been purchased for the Society on which the interest rate was 14.5%.

The Treasurer reported that the current account was being maintained at a low working balance so that the maximum amount could be kept in a Deposit Account to take advantage of the high interest rates available.

4. REVIEW OF ANNUAL SUBSCRIPTION: The Convener drew attention to the fact that a Cost Analysis which had been prepared indicated that each subscription paid through Headquarters during the period 1973/74 cost the Society approximately 48p i.e., 8p more than the subscription dues.

Dr. Currie suggested that the annual subscription should be increased and there was a further suggestion that there should be a proportionate increase in Life Membership. The Convener said that although the membership subscription of the Society could not be expected to pay for the administration and overheads it should be related to the general cost. The Treasurer advised members that the principle income came from the Summer School, Investments, Publications and Royalties. An increase in membership was desirable as this was the life blood of the Society and Miss Milligan urged greater efforts to recruit more people to the Society.

Miss Milligan reminded the Committee that, when the Summer School first began, the charge was £3 per week at a time when the annual subscription was 5/- per annum; the fees for one week at St. Andrews were now £23.

The Committee agreed to defer making a recommendation for an increase in membership fees but it was agreed that the Executive Council should be warned that the final suggestion would be not less than 60p and might be £1 per annum. The Treasurer was asked to prepare a brief for the next Finance Committee meeting.

It was hoped that members would be encouraged wherever possible to join local Branches rather than Headquarters and it was agreed that the Headquarters list should be examined with this aim by a small Sub-Committee chaired by Dr. Currie.

5. STAFFING AT HEADQUARTERS: After hearing a report by the Secretary and additional information from the Convener it was agreed to replace the two part time assistants by one person (further details in the confidential Minute Book).

6. HEADQUARTERS PROPERTY: a) Interior cleaning. The Convener reported that quotations had been received:

i) Interior & Structural Cleaners Limited	£91.50
ii) The Canadian Flooring Co.	£85.00

It was decided not to proceed with these estimates meanwhile and Dr. Currie and Mr. Macleod agreed to consider the decoration of the interior of Headquarters and report back to the Committee.

- b) Exterior Paint Work. The Convener reported that two estimates had been received for the exterior paint work:

i) J. & T. Harvey	£39.40
ii) The West End Decorators	£33.00

It was agreed that on this occasion the higher estimate should be accepted as Mr. Brown was not entirely satisfied with the work done on a previous occasion by the West End Decorators.

It was agreed that the colours should remain as before.

7. GRANT FOR OVERSEAS VISIT: The Convener read a letter from the Edinburgh Branch asking for financial help towards a visit to Sweden.

It was agreed that a grant be made not exceeding £210 or a quarter of the total expenses whichever was the less. It was suggested that the Edinburgh Branch should be informed that it was customary for the host Committee to pay travelling expenses within that country.

8. ANY OTHER BUSINESS: a) Branch Accounts. The Treasurer reported that 30% of the Branches were in deficit and it was agreed that this matter should be deferred until it could be dealt with in greater detail at the next meeting.

b) The Treasurer reported that an unnamed person in Williamsburg wished to leave a substantial bequest to the Society.

c) Subsistence allowances. Miss Adams said that she had been asked if the Finance Committee would agree to an increase of the subsistence allowance and this was deferred until the next meeting.

d) Retiring Members of Committee. Mr. Corbett of Newcastle and Miss Ross of Glasgow having indicated that this was their last meeting, were thanked for their services to the Committee over the years.

The Convener, Mr. J.B.C. Brown, in his closing remarks said that he had been very grateful for the help and advice given by the members of this responsible Committee and said that he would be glad to continue to help the work of the Society.

Dr. Currie, in thanking the Chairman, said that Mr. Brown had given considerable service to the Society and had guided the Committee's work with great wisdom.

Mr. Brown was accorded a very warm tribute for his work.

9. DATE OF NEXT MEETING: Saturday, 4th May at 10.15 for 10.30

James T. Macleod  
Convener.  
4th May 74.

MINUTES of a MEETING of the FINANCE COMMITTEE held at 12 Coates Crescent, Edinburgh on Saturday 4th May 1974.

PRESENT: Mr. J. Taylor (Convener)  
 Miss J.C. Milligan  
 Mr. A.S. Aitkenhead  
 Miss A. Allan  
 Mr. J.B.C. Brown  
 Dr. L.R. Currie  
 Mr. D. Macleod  
 Mrs. M. Parker  
 Miss J.A. Fatorson  
 Miss M.N. Ross  
 Mrs. M. Thomson  
 Miss D.M. Vaughan (Treasurer) and Mrs Ann Burt (Secretary)

APOLOGIES: None

1. MINUTES: The Minutes of the last meeting held on Saturday, 2nd March 1974 having been previously circulated were approved and signed.

Private Minutes of the Meeting of Saturday, 2nd March were also signed.

2. BUSINESS ARISING:

a) Staffing at Headquarters

i) The Chairman reported that, with effect from 15th April 1974, Mrs. M. Hall had been appointed as Clerical Assistant/Book-keeper - further details in the Private Minute Book.

ii) It was agreed that the rate per hour paid to the cleaner should be increased (details in the Private Minute Book).

iii) It was agreed that an ex gratia payment be made to the Assistant to the Secretary for the storage of her furniture (further details in the Private Minute Book).

b) Headquarters Property

i) Interior Decoration

Dr. Currie reported that after making a cursory inspection he and Mr. Macleod considered that:

- a) The Committee Room should be re-decorated.
- b) The Secretary's office was dull but in quite good repair.
- c) The decoration of the General Office was satisfactory.
- d) The windows which had been blocked up on Walker Street side would require a joiner's attention.

It was agreed that this matter be referred to the Convener and that, in consultation with Mr. Brown, estimates could be sought and a competitive one accepted, so that the work could be completed by the end of the financial year.

ii)/

ii) Exterior Paintwork

The Chairman reported that Harvey's estimate had been accepted and the work was now complete.

3. FINANCIAL STATEMENTS:

a) The Committee approved accounts paid in February for £1036.19 and March for £973.45.

b) (i) Bank Balance and Investments. The Treasurer reported that the investments were unchanged and that no stocks were due to mature.

It was agreed that, in consultation with the Convener, the Treasurer should investigate the purchase of another Yearling Bond.

c) (ii) The Committee approved the Statement of Income and Expenditure for the period 1st July 1973 to 31st March 1974.

It was agreed that a full statement could now be prepared showing the cost of the Jubilee Celebrations.

4. REVIEW OF BRANCH ACCOUNTS:

The Treasurer, in reporting on Branch Accounts in detail and depth, brought to the attention of the Committee various Branches with which contact had been lost and it was noted that 28 Branches were in deficit.

It was agreed that a Summary be made for the Executive Council and the Secretary asked for Xero-copy of the detailed statement.

The Treasurer considered that the over all standard of accounting and auditing throughout the Branches was good.

In some areas Education Authorities were prepared to pay Branch teachers and the hire of halls for Certificate Classes; in other areas expenses for all classes were paid.

It was suggested that Branches in difficulties might consult their local Education Authorities.

The Chairman thanked the Treasurer for her report.

5. REVIEW OF ANNUAL SUBSCRIPTION:

The Treasurer reported that the Annual Subscription had in the year 1967/68 almost covered the cost of the administration of the Society. The position had now been reached when the subscriptions covered only slightly more than half of the administration.

The Chairman reported that a letter had been received from Croydon and District Branch expressing the view that the minimum annual subscription should be £1 and the Worthing Branch had suggested that the subscription should not include the cost of a printed book which could be sold separately. Headquarters and Branches were badly affected by the rising cost of postage.

Dr. Currie suggested that a possible way of economising would be to print the instructions for the new dances in the Bulletin and a separate book of music could be published for sale.

After considerable discussion it was agreed that this matter be referred to the Publications Committee for their consideration.

The Convener said that he deplored the lowering of any standards.

6. COMMITTEE  
SUBSISTENCE  
ALLOWANCES:

The Committee reviewed subsistence allowances and Mr. Brown agreed to be responsible for the final wording:-

"Travelling expenses and subsistence allowances which may be claimed by members attending meetings in accordance with the following rates:

(a) Travelling Expenses

(i) Second Class rail fare from home to place of meeting and return

or

(ii) For those who travel by car, cost of petrol for the journey from home to place of meeting and return

(iii) If necessary to travel by night and use a sleeping car, the cost of a sleeping berth would be refunded but the overnight allowance of £4.50 could not be claimed as well. The cost of meals could, however, be claimed.

(b) Subsistence Allowances

Where it was necessary to purchase a meal and/or stay overnight the amounts payable would be:-

- |  |       |
|--|-------|
| (i) Breakfast                          | 60p   |
| (ii) Lunch                             | 65p   |
| (iii) Evening Meal                     | £1.00 |
| (iv) Overnight Allowance<br>(24 hours) | £4.50 |

These allowances are intended to cover the additional cost incurred by members absent from home on the business of the Society".

7. ANY OTHER  
BUSINESS:

a) VAT. In reply to an enquiry from Mrs. Parker the Treasurer said that there had been no change in the position of the Society regarding VAT.

The Treasurer agreed to consult with the Treasurer of the Ayr Branch regarding a Weekend School to be held at the Craigie College of Education in the hope that the catering could be zero rated.

b) Overseas Visit. Mrs. Parker reported that the invitation to visit Thionville, received through the Society, had been cancelled by the organisers but the Branch hoped to make a return visit to Karlsruhe.

c) Venue for Executive Council. Mr. Brown offered to investigate the cost of an alternative venue for the Executive Council, this matter to be referred to the General Purposes Committee.

8. DATE OF  
NEXT MEETING:

Saturday, August 3rd 1974, 2.30 p.m. St. Andrews' Summer School.

The meeting closed with a vote of thanks to the Chairman by Mr. Aitkenhead.

*James Taylor*  
*Chairman*

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a MEETING of the FINANCE COMMITTEE held at University Hall, Kennedy Gardens, St. Andrews, on Saturday, 3rd August, 1974, at 2 p.m.

PRESENT: Mr. J. Taylor (Convener)  
Miss J.C. Milligan  
Miss A. Allan  
Mr. J.B.C. Brown  
Dr. L.R. Currie  
Mr. D. Macleod  
Miss D.A. Paterson.  
Miss M.M. Ross  
Mrs. J. Thomson  
Miss D.M. Vaughan (Treasurer)  
Mrs. Ann Burt (Secretary)

APOLOGIES: Mr. A. Aitkenhead, Mrs. M. Parker

1. MINUTES: The Minutes of the last meeting held on Saturday, 4th May, 1974, were approved and signed, after Miss Allan's name had been transferred from those Present to Apologies.

Private Minutes of Saturday, 4th May, 1974, were also signed.

2. BUSINESS ARISING: (a) Headquarters Property  
(i) Interior Decoration

The Chairman reported that this had now been completed at a total cost of £374.33. The Chairman expressed the Committee's thanks to Mr. Brown for his choice of wallpaper for the Council Room and for rehanging the long curtains in offices with the assistance of his son.

(ii) Dummy Windows on Walker Street

The Secretary reported that she had approached two joiners to obtain estimates for the repair of the window sills. If the windows were brought up to the required standard a grant might be obtainable from the Edinburgh New Town Conservation Committee. When further information was received the matter would be again raised.

(b) Review of Annual Subscription

The Chairman asked that this item be considered after the Treasurer had reported on the state of the finances for the preceding year and this was agreed.

3. FINANCIAL STATEMENTS: (a) The Committee approved accounts paid in April totalling £839.24; May £3,493.16 and June £890.76 respectively.

(b) Bank Balance and Investments. Mr. Brown expressed the Committee's concern that the market value of the Industrial Loan Stocks had depreciated, especially as these investments had been made on professional advice to assure capital growth.

Miss Vaughan stated that as these were 'dated' stocks, the appreciation would be received, provided the stocks were held to maturity.

(c)/

- (c) The Treasurer presented:-
- (i) Draft Revenue Account for the year ended 30th June, 1974, and Balance Sheet as at that date.

After these accounts had been studied it was agreed that the surplus from the Jubilee Ball of £89.65 and the balance in the Mile of Pennies Fund be transferred to Revenue Account after the cost of the special Brochures which had been signed by Office Bearers and distributed to selected people had been included.

It was agreed that any matters brought up by the auditor should be referred to the Chairman.

- (d) Estimates of Income and Expenditure for the year ending 30th June, 1975.

These were considered and amended by the Committee.

4. VALUE ADDED TAX: The Treasurer reported that she hoped to have a meeting with the University Authorities in the near future concerning the payment of VAT on the Society's Summer School. The new rate of 8% would be chargeable on the Summer School fees for the year 1974.

5. REVIEW OF ANNUAL SUBSCRIPTION: The Chairman read letters from the Edinburgh Branch and from The Hague and District Branch recommending that the annual subscription be raised. In reply to a question by the Chairman, the Treasurer said that she estimated a rise of 10p per member to Headquarters would result in a rise in income of £1,000 p.a.

In view of the expected rise in salaries and administrative expenses it was agreed to recommend to Executive Council that they ask the Annual General Meeting to raise the annual subscription from 40p to 60p, the increase to be divided equally between the Branches and Headquarters, with a warning that it would be necessary to suggest a further increase in the near future.

6. REVIEW OF SALARIES: It was decided that the salaries of the staff should be raised as noted in the private Minute Book.

7. ANY OTHER BUSINESS: (a) Summer School. Concern was expressed at the cancellations made by members of the Summer School this year and it was agreed to review the grounds on which refunds could be made.

(b) It was recorded with regret that Miss Kydd of Greenock had died recently.

It was also noted with regret that the wife of the auditor, Mr. Arthur Walker, had died and the Secretary was asked to send the condolences of the Society.

(c) Agreed to recommend to Executive Council that future meetings should be held at Guide Headquarters in Melville Street, Edinburgh, as Mr. Brown had ascertained that the cost of hiring the hall would be about £5 instead of £12 now charged by the North British Hotel.

8. DATE OF NEXT MEETING:

Saturday, 2nd November, 1974, at 10.15 for 10.30.

There being no further business the meeting then closed with a vote of thanks to the Chairman by Dr. Currie.

*James Thomson  
Chairman*

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a MEETING of the FINANCE COMMITTEE held at 12 Coates Crescent, Edinburgh, on Saturday, 2nd November, at 10.30 a.m.

PRESENT: Mr. J. Taylor (Convener)  
Miss A. Allan  
Mr. J.B.C. Brown  
Dr. L.R. Currie  
Mr. D. Macleod  
Mrs. M. Parker  
Miss D.A. Paterson  
Miss M.M. Ross  
Mrs. J. Thomson  
Miss D.M. Vaughan (Treasurer)  
Miss J. McColm (Secretary)

APOLOGIES: Mr. A. Aitkenhead

1. MINUTES: The Minutes of the last meeting held on Saturday, 3rd August, 1974, were approved and signed.

Private Minutes of Saturday, 3rd August, 1974, were also signed.

2. BUSINESS ARISING: (a) Value Added Tax

Miss Vaughan reported that she had attended a meeting at St. Andrews accompanied by Miss Milligan and Mr. Taylor to discuss the position with the University Authorities and it had been decided that application should first be made by the Society to the Scottish Education Department for recognition as an educational body; and failing this the University would discuss ways in which the Summer School could be run as a university course.

Following this meeting the Customs and Excise had offered to make a ruling, but none had come through. It was therefore agreed that Miss Vaughan should pursue the two alternatives proposed at the St. Andrews' meeting, so that the matter could be brought to finality at the next meeting of the Finance Committee at which the fees would require to be set for the 1975 Summer School.

- (b) Summer School cancellations

Miss Vaughan stated that the number of late cancellations had been very high and it was agreed that:-

- (a) The deposit should be increased from £1 to £5 which would not be refundable.  
(b) No money should be refunded for a cancellation received within 28 days of the commencement of the school, except in the case of the serious illness of the student concerned. A suitably worded clause to be printed on the Summer School Application Forms.

Miss Vaughan promised to see if any form of insurance was possible.

(c)/



(c) Future venue of Executive Council meetings

Mr. Brown said that he had asked the Secretary of the Girl Guides' Association if the Society could obtain permission to use Girl Guide Headquarters in Melville Street for meetings of the Executive Council. This permission had been obtained and the Secretary was instructed to contact the Secretary of the Girl Guides' Association to make final arrangements.

3. FINANCIAL STATEMENTS: (a) The Committee approved accounts paid in July £1,746.22, August £17,662.28 and September £1,283.92.

(b) The Committee asked the Treasurer to consult the broker about the advisability of taking up a Yearling Bond for £1,000 to £3,000 as the best form of investment at the present time.

(c) St. Andrews' Summer School 1974. The Treasurer presented the Summer School Accounts which showed a satisfactory balance, although the total fees received from students were not as high as these in the previous Jubilee year, when extra accommodation had been available.

## 4. ANNUAL GENERAL MEETING:

A.G.M. Agenda - Item 11 (a)

Dr. Currie said the Executive Council had on the recommendation of the Finance Committee put forward a motion to raise the annual subscription from 40p to 60p, the increase to be divided equally between Branches and Headquarters, with the caveat that it might be necessary to suggest a further increase in the near future.

There were two alternative motions on the Agenda, one from the Glasgow and one from the Dundee Branch.

Dr. Currie pointed out that, if the motion by the Executive Council was carried, then the other two would automatically fall.

## 5. ANY OTHER BUSINESS:

(a) Letters from Toronto and New Zealand Branches requesting early circulation of Minutes.

Letters were submitted from the above Branches enquiring if they could receive copies of Minutes of Meetings as they were printed. The Committee decided against this procedure because of the expense, but agreed that if the Minutes contained a particular item which affected an overseas Branch, then a copy of the relative Minute should be sent to that Branch immediately following the Meeting.

(b) Letter from New Zealand Branch re levy on Life Memberships.

A letter was received from the Secretary of the New Zealand Branch stating that in view of the high number of transfers of life members from other branches, which entitled the Branch to no part of the original subscription, he proposed to deduct 20p for each life member before sending ordinary membership dues to Headquarters.

It was agreed to inform him that it was contrary to the Constitution and suggest that the Branch should make a local levy on ordinary and life memberships to cover administrative costs.

(c) Letter from Mrs. J. Brayne requesting financial assistance towards teaching in Belgium.

The Committee considered a letter from Mrs. J. Brayne of Lancashire enquiring whether the Society would be willing to give her some financial assistance towards teaching Scottish Country Dancing in Belgium.  
The/

The Committee refused this request and added that they could only give financial assistance when the teacher undertook the work at the request of the Society.

(1) Confirmation of appointment of Secretary

Mr. Brown criticised the way in which, following the resignation of Mrs. Burt, the offer of the post to Miss McCole had been made, and stated that such an appointment should have been approved by the General Purposes or Executive Council Committees and have been interim only until the Annual General Meeting.

The Chairman replied that the matter had been reported to the General Purposes and Executive Council Committees.

## 6. DATE OF NEXT MEETING:

This would be fixed at the Executive Council Meeting which would follow the Annual General Meeting.

The meeting ended with a vote of thanks to the Chairman by Mrs. Parker.

James Jaeshon  
 Secy.  
 25/1/75.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a MEETING of the FINANCE COMMITTEE held at 12 Coates Crescent, Edinburgh, on Saturday, 25th January 1975, at 10.30 a.m.

PRESENT: Mr. J. Taylor (Convener)  
Dr. L. R. Currie  
Miss F.I. Galway  
Mr. D. Macleod  
Miss J. Milligan  
Mrs M. Parker  
Miss D. A. Paterson  
Miss M.N. Ross  
Miss M. A. Rae  
Mrs J. Thomson

Miss D. M. Vaughan (Treasurer)  
Miss J. McColm (Secretary)

1. MINUTES: The minutes of the last meeting held on Saturday, 2nd November 1974, were approved and signed.

The Private Minute of Saturday 2nd November 1974, was also signed.

2. BUSINESS ARISING: i. Value Added Tax Miss Vaughan reported that Mr. Blyth had taken over from Mr. Currie at the Scottish Education Department and a fresh approach was therefore necessary. She had confirmed with St. Andrews University that the Amateur Basket Ball Association had obtained recognition as an educational organisation for V.A.T. purposes, and were now exempt. It was hoped that with this precedent, the Society would receive the same exemption.

ii. Staff The appointment of Miss C. Cook as shorthand typist as from the 6th January 1975, was confirmed at the commencing salary on the appropriate scale.

3. FINANCIAL STATEMENTS: i. Accounts paid since the last meeting were approved, totalling £1,147.18 for October, £1,637.14 for November and £875.48 for December 1974 respectively.

ii. As the broker did not recommend another Yearling Bond, it was decided to invest £2,500 in a City of Edinburgh Mortgage Loan for two years at 13%

iii. The comparative statement of estimated and actual income and expenditure for the six months ended 31st December 1974, was examined in detail and it was noted that the actual surplus of £1,435.62 exceeded estimates by £101.

4. FUND RAISING METHODS: Mr. Taylor, Convener, mentioned some Fund Raising Methods which appeared to be worth considering. He said that he would like to bring them to the notice of the Executive Council.

5. SUMMER SCHOOL 1975: It was reported that the University had increased their charges and in consequence the fees would have to be increased as follows:-

For one week tuition and maintenance	£28.50
For two weeks tuition and maintenance	55.50
For Examination Studies two weeks	58.50
Non-resident fees no change.	

6. PUBLICATIONS: i. Estimates for printing Book 27 were received from Bell Aird and Coghill, Bell & Bain Ltd. and James Paton Ltd. It was decided to accept the first offer and print 20,000 copies.

ii. It was agreed that funds could be made available for the production of a gramophone record for step practice, when the Publications Committee had gone more fully into the matter and could give an estimate of the cost.

7. EXAMINERS FOR OVERSEAS BRANCHES: Following the report by Miss Milligan of her tour of New Zealand, Australia and South Africa, it was agreed that when a request was received for an examiner abroad, the Society would make a contribution to the travelling expenses.

8. DATE OF NEXT MEETING: The date of the next meeting was fixed for Saturday, 2nd August 1975 at St. Andrews Summer School.

James Taylor  
Convener  
25/1/75

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a MEETING of the FINANCE COMMITTEE, held  
at 12 Coates Crescent, Edinburgh, on Saturday,  
1st March 1975 at 10.30 a.m.

PRESENT: Mr. J. Taylor (Convenor)  
Dr. L.R. Currie, Mr. D. Macleod, Miss J.C. Milligan,  
Mrs. M. Parker, Miss D.A. Paterson, Miss M.R. Rae  
Miss J. Thomson  
Miss D.M. Vaughan (Treasurer) Miss J. McColm (Secretary)  
Mrs. M. Hall.

APOLOGIES: An apology for absence was received from Miss <sup>Galway</sup>Galloway.

MINUTES: The minutes of the last meeting held on Saturday, 25th  
January 1975 were approved and signed.

BUSINESS ARISING: V.A.T. Mr. Taylor proposed that no report should be  
made until a ruling had been received from the Customs  
and Excise, and a decision could be made. This was  
agreed.

REVIEW OF SALARIES: It was agreed that, in the light of added responsibilities,  
Mrs. Hall's salary should be increased as from  
1st March 1975, to an amount recorded in the private  
Minute book.

BRANCH ACCOUNTS: Miss Vaughan made a report on branch accounts and said  
that 87 out of 104 had sent in their accounts: of  
these 27 (i.e.) 33%, showed a deficit of which 10 were  
over £50, and that 33 Branches held classes which were  
run at a loss. Miss Vaughan was asked to write to  
those which appeared to be in difficulties and make  
suggestions to improve the position.  
Miss Vaughan concluded that on the whole the standard  
was high, and branches were well served  
by their honorary officers.

ANY OTHER BUSINESS: There was no other business the meeting ended at 11.45a.m.  
with a vote of thanks to the Chairman.

James Yacimov.  
Convenor.

THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY

MINUTES of a MEETING of the FINANCE COMMITTEE held at 12 Coates Crescent, Edinburgh, on Saturday, 7th June 1975 at 10.30 a.m.

PRESENT:  
Mr J. Taylor (Convenor)  
Dr L.R. Currie  
Mr D. Macleod  
Miss J.C. Milligan  
Mrs M. Parker  
Miss M.R. Rae  
Miss J. Thomson  
Miss D.M. Vaughan (Treasurer)  
Miss C. Cook (H.Q. Staff Member)  
*Miss J. Galway*

APOLOGUES: Apologies for absence were received from Miss D. A. Paterson and Miss M. Ross.

1. MINUTES: The minutes of the last meeting held on Saturday 1st March 1975, were read, approved and signed.
2. BUSINESS ARISING: Miss Vaughan asked if it was necessary to have a private minute book and it was agreed that in future minutes of a private nature should be marked as such, but included in the ordinary minutes.
3. BASEMENT PREMISES: The terms of the renewal of the tenancy agreement with Mr. Paton were discussed in the light of the professional advice received from D.M. Hall & Sons, who had valued the rental at £1,200 a year. It was decided that Miss Vaughan should approach Mr Paton and inform him that the new rent would start at least at £600 p.a. and would be negotiable on an annual basis, unless Mr. Paton preferred to enter into a three year agreement with an annual rise.

It was decided that a check meter should be installed so that the electricity used for heating the book store, included in Mr. Paton's bill, could be ascertained.

4. SALARIES:
  - (a) It was reported that the advertisement for an organising secretary would be published in the Scotsman and the Glasgow Herald in the following week.
  - (b) The salary scale for the organising secretary was reviewed and the following scale approved: £2,000 by annual increments of £100 to £3,000.
  - (c) It was agreed that while the vacancy continued Mrs Hall should be paid at the same rate as her predecessor from the date that Miss McCole left (i.e.) 1st March 1975. It was also agreed that when the appointment of the new secretary had been made, Mrs Hall's post should be examined and her salary reviewed. Miss Milligan expressed appreciation of the excellent work being done by both Mrs Hall and Miss Cook and it was agreed to increase Miss Cook's salary by £60 per Annum from 1st June 1975.
  - (d) It was agreed that to overcome the inconvenience of the appointment and remuneration of staff being handled by two sub-committees, the matter should in future be dealt with by the Finance Committee, and that their recommendation should be remitted to the Executive Council for approval.

5. VALUE ADDED TAX: Miss Vaughan stated that she had had further talks with Customs and Excise officials, and it had been agreed in principle that liability for V.A.T. arose on subscription income, that book sales were zero rated, and if the Summer School was taken under the auspices of the university, other income was exempt, provided class and examination fees could be accepted as educational.

6. A.O.B./

6. Any Other Business:

(a) Book Sales

Miss Milligan explained that Collins were not proposing to reprint books 101 Scottish Country Dances, Introducing Scottish Country Dancing and 99 More Scottish Country Dances. It was agreed that all available stocks should be purchased by the Society. It was further agreed that the Publications Committee should be asked to look into the possibility of incorporating the three books into one.

(b) Records

Dr. Currie reported that after two unsuccessful attempts, it had been arranged to make the record on the 15th June. He doubted if it would be ready for the Summer School.

(c) Life Membership

Miss Milligan suggested that life members should receive no privileges such as subscription copies, after the equivalent of ordinary members subscriptions had expired. Dr. Currie said that a bargain had been made and that it should be kept. He thought that in future it should be a period membership of a specified number of years.

It was decided to remit the matter to the Executive Council for further consideration.

7. Date of next Meeting: The date fixed by the Executive Council for the next meeting (i.e.) 2nd August 1975, at St. Andrews was confirmed.

There being no other business the meeting ended with a vote of thanks to the Chairman.

*James Taylor*  
*Honoured*  
*2 Aug. 75.*

MINUTES OF MEETING OF THE FINANCE  
COMMITTEE IN THE UNIVERSITY HALL,  
KENNEDY GARDENS, ST. ANDREWS ON  
SATURDAY, 2ND AUGUST, 1975 AT 2 P.M.

PRESENT: Mr J. Taylor (Convener) in the Chair.  
Miss F.I. Galway, Mr D. Macleod, Miss J.C. Milligan,  
Mrs M. Parker, Miss D.A. Paterson, Miss M.A. Rae,  
Mrs J. Thomson.

Attending: Miss M.M. Gibson (Acting Secretary)  
Mrs M. Hall (Assistant Secretary)  
Miss D.M. Vaughan (Treasurer)

1. APOLOGIES

Dr. Currie, Miss M. Ross

2. MINUTES

The Minutes of the Meeting of 7th June, 1975, were approved with the following alterations in the list of those present:

Miss F.I. Galway's name was added; Miss Rae's initials altered to "M.A." and "Mrs." substituted for "Miss" before J. Thomson.

3. BUSINESS ARISING

- (a) V A T : The Treasurer reported that the Alpine Garden Society had established that subscriptions paid to the Society by its members were not for the bare "husk of membership," but were in payment of a number of separate benefits which included booklets and pamphlets which were zero rated and thus had exempted 90% of the subscriptions received.

The meeting with the officials of the University had not yet taken place, and the matter was carried forward to the next meeting.

- (b) Renewal of Lease of Basement Premises : Mr Paton had preferred an annual arrangement and had agreed to an increase in rent to £650 per annum as from 15th May 1975. In turn, he would notify us six months before the end of the lease if he did not wish to renew it.

- (c) Meters : It was not possible to have two electricity check meters for one customer. The alternative was a prepaid meter the installation of which would be £16 plus the cost of the meter. At the present time the Society used a downstairs room for the storage of books and paid one-third of the bill. It was unanimously AGREED to continue this arrangement for another year.

4. FINANCIAL STATEMENTS

- (a) Accounts paid this year were APPROVED, totalling £2314.23 for January, £418.23 for February, £4209.33 for March, £799.65 for April, £755.11 for May, and £1558.86 for June

(i) Arising out of the discussion Mr Macleod and Miss Paterson offered their services in despatching records ordered by Branches throughout the world.

(ii) It was confirmed that the £5 deposit on Summer School fees could not be refunded on cancellation and members cancelling should claim through their insurance.

- (b) Draft Statement of Income and Expenditure for the year ended 30th June, 1975, and Balance Sheet as at that date were discussed, amended and duly APPROVED for submission to the auditors. It was AGREED to allocate to reserve £500 for Publications and Records and £500 for Overseas Extension work.

/4. Cont.

- (c) Investments: The Committee ACCEPTED the statement of Investments as at 30th June, 1975,

- (d) Estimates of Income and Expenditure for the year ending 30th June, 1976, were considered in detail and amended where appropriate, after which they were APPROVED by the Committee.

(i) Miss Paterson proposed that the affiliation fee should be increased to £2 with effect from 1st July, 1976. Miss Galway seconded the proposal and it was unanimously AGREED that this recommendation should go to the Executive Council.

(ii) On a proposal by Mrs Parker, seconded by Miss Paterson, it was unanimously RESOLVED that advertising rates in the Bulletin should be increased next year to £30 per page and £18 per half page.

(iii) Miss Paterson seconded by Miss Rae, proposed that the second Certificate examination fee be raised to £1. The Committee APPROVED this proposal unanimously.

5. FILM

Mr Macleod, seconded by Mrs Parker, moved that the Society should purchase one or two copies (depending on the cost) of the Yehudi Menuhin film made at Blair Castle. It was unanimously AGREED that a recommendation to this end be remitted to the Publications Committee.

6. STAFF MATTERS

- (a) The Headquarters staff having withdrawn, the Convener reported, on behalf of the Ad Hoc Committee appointed to interview applicants in reply to the Society's advertisement for a Secretary, the subsequent appointment of Miss Muriel Gibson from 11th August, 1975, as Acting Secretary. The appointment was APPROVED by the Committee for ratification at the next A.G.M.

Mr Macleod thanked the Ad Hoc Committee for their work on this matter

- (b) Mrs Hall was appointed Assistant Secretary and the Committee recorded their sincere appreciation for the work carried out by Mrs Hall, which had enabled the Summer School to proceed smoothly, and their gratitude for the way she had carried on while the Society was without a Secretary.

- (c) Headquarters staff salaries were reviewed and adjusted, details being contained in a paper apart.

7. LIFE MEMBERSHIP SUBSCRIPTIONS

- (a) The Committee unanimously RESOLVED to recommend to the Executive Council that there should be no further life membership but that there should be 'Long Term' membership for twelve years at a cost of ten times the annual membership at date of joining.

(b) Miss Milligan pointed out that those who had joined the Society a considerable time ago were now having the present of a book and a bulletin every year. It was unanimously AGREED, as Miss Milligan had previously proposed, (Minute 8 of Executive Council Meeting on 1st March) to write under her signature to all life members who had joined fifteen years or more ago and to invite them to give a donation to the Society to help offset the cost of the literature provided by Headquarters,

- (c) It was unanimously RESOLVED to purchase a rubber stamp to so mark envelopes that undelivered letters were returned to the Society and to keep a supplementary roll of those life members with the date of the returned letter, and to cease further attempts to communicate with them until they contacted the Society again.

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8. MEMORIAL TO MRS STEWART

The Chairman reported that Group Captain Huxley had collected £159.41 and had promises of another £25 towards the Memorial to Mrs Stewart of Fasnacloch. The memorial would take the form of an alter table in the church, a stone cross made from Mull stone and a plaque. Group Captain Huxley had said that there would be enough money; he had been asked to render an account in due course. Miss Milligan, Dr Currie and Group Captain Huxley were to attend the memorial presentation in the second week in September on behalf of the Society.

9. MOTIF

The Convenor presented to the Committee a Motif for the Society as designed by Mr J. Nicolson of Edinburgh. This would go before the next Executive Council Meeting for approval.

It was also reported that the same gentleman was preparing a Society Christmas Card.

10. OVERSEAS

Miss Milligan reported that she had visited the people in Washington and Northern Virginia and as a result two Branches were being formed. The Teacher's Association of Canada had costed Miss Milligan's tour and had shared it out among Branches. The Northern Virginia group had queried this arrangement; the Committee asked that the matter be referred to the Teacher's Association of Canada.

11. AGM 1976

The Committee were informed that the Ayr Branch would act as hosts in 1976. The AGM would be held in the Concert Hall and Walker Suite in Troon. This would be reported to the Executive Council.

2. NEXT MEETING

It was decided to hold the next meeting at 10.00 a.m. on the morning of the Annual General Meeting (1st November, 1975)

There was a vote of thanks to the Chair and the meeting closed at 5.40 p.m.

*Yours truly  
James Stewart*

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MINUTES OF MEETING OF THE FINANCE  
COMMITTEE IN THE CALEDONIAN HOTEL,  
ABERDEEN ON SATURDAY, 1ST NOVEMBER, 1975,  
AT 10 A.M.

PRESENT: Mr. J. Taylor (Convener) in the Chair  
Dr. L. R. Currie, Miss F. Galway, Mr. D. Macleod,  
Miss J.C. Milligan, Mrs. M. Parker, Miss D.A. Paterson,  
Miss M.A. Rae, Mrs. J. Thomson, Miss M.M. Ross

ATTENDING: Miss M.M. Gibson (Secretary)  
Mrs. M.G. Hall (Assistant Secretary)  
Miss D.M. Vaughan (Treasurer)

1. APOLOGIES There were no apologies
2. MINUTES The Minutes of the Meeting on 2nd August were unanimously approved.
3. BUSINESS ARISING<sup>91</sup>
  - (a) Dr. Currie said it had been agreed previously that there would not be a Finance Committee meeting on the morning of the AGM. It made the task of the Society's Chairman very arduous and, with his successor in mind, he wished his protest recorded.
  - (b) VAT - Nothing to report
  - (c) Long Term Membership - The Committee noted the item on the AGM Agenda and agreed that it was implicit in the resolution that the split between Branch and Headquarters would remain at 50% each.
4. STAFFING The Committee noted that the Executive Council had remitted the entire responsibility for staffing to the Finance Committee.
5. FINANCIAL STATEMENT
  - (a) Statement of Accounts paid since the last meeting was approved; Totals - £1,068.65 for July, £1,305.71 for August, and £2,451.31 for September.
  - (b) Investments: The Treasurer reported that no changes had been made since the end of the financial year, and referred to investments at that date printed with the annual accounts.
  - (c) The Income and Expenditure for the St. Andrews Summer School 1975 showing a balance of income over expenditure of £1,036 was accepted and the allocation of the same proportion of administrative expenses approved.
6. APPOINTMENT OF AUDITOR Mr. Walker's resignation as auditor was noted and as a token of appreciation of his services it was decided to send him a letter of thanks and a book token for £5. Miss Vaughan recommended that Miss Matheson, a Chartered Accountant and a member of Edinburgh Branch be proposed for the appointment and the Committee unanimously agreed.
7. REVIEW OF TRAVELLING EXPENSES It was resolved, on a motion by Dr. Currie, seconded by Mr. Macleod, that the allowances for subsistence be increased by 25% (adjusted up or down to the nearest round figure) with effect from 2nd November.
8. OTHER BUSINESS
  - (a) AGM Agenda: The motions to be placed before the members at the A.G.M. were noted and clarified.  
  
The impracticability of the proposed timetable in the Glasgow motion, Item 11(e), Constitution and Rules, was pointed out.

- 2 -

- (b) Staff: Mr. Taylor intimated the resignation of Miss Cook, junior assistant in the office, and it was left to the Secretary to find a suitable replacement. It was decided that a letter of thanks, signed by the Vice-President, Chairman or the Finance Committee Convener should be sent to Miss Cook.
  - (c) Income Tax: Miss Rae intimated that some Branches had received demands for income tax. It was agreed that any Branch in receipt of such a demand should immediately get in touch with the Treasurer for advice as the Society and its Branches were wholly exempt.
  - (d) Mrs. Parker raised the question of reprinting the Constitution. It was agreed that this was a matter for the Publications Committee.
  - (e) It was decided to write off as a bad debt the amount of £33.50 still owed by Miss Rosella Clark for 1974 Summer School fees.
9. NEXT MEETING 7th February, 1976, at 12 Coates Crescent, Edinburgh, at 2.00 pm

James Taylor  
Convener.

MINUTES OF MEETING OF THE FINANCE COMMITTEE  
AT 12 COATES CRESCENT, EDINBURGH, ON  
SATURDAY, 7TH FEBRUARY, 1976, AT 2 P.M.

PRESENT : Mr. J. Taylor (Convener) in the Chair  
Mr. A. I. K. Baird  
Dr. L. R. Currie  
Miss F. Galway  
Mr. D. Macleod  
Mrs. M. Parker  
Miss D. A. Paterson  
Miss M. M. Ross  
Miss M. A. Rae  
Mrs. J. Thomson

ATTENDING: Miss M. M. Gibson (Secretary)  
Mrs. M. G. Hall (Asst. Secretary)  
Miss D. M. Vaughan (Treasurer)

- F/1 APOLOGIES Miss J. C. Milligan
- F/2 MINUTES The Minutes of the meeting on 1st November, 1975, were unanimously approved.
- F/3 BUSINESS ARISING (a) Minute 8(b) of 1st Nov 75: The Secretary reported that Miss Jacqueline Black had assumed the appointment of junior office assistant with effect from 6th January.  
(b) Minute 6 of 1st November 75: Miss Vaughan confirmed that Miss Matheson had accepted the appointment of auditor.
- F/4 FINANCIAL STATEMENT (a) Statement of Account paid since the last meeting was approved: Totals £25,143.56 for October; £2,533.91 for November; and £1366.12 for December.  
(b) Investments. The Treasurer reported that the drop in total investments was occasioned by the repayment of £2,500 by the City of Edinburgh. It was unanimously decided to invest £2,000 in 7½% Treasury Stock and £1,500 in 9% Treasury Stock.  
(c) Income and Expenditure Account. The Committee approved the statement of income and expenditure for the period 1st July to 31st December, 1975, showing a balance of £1533
- Arising from the discussion on income and expenditure it was decided:  
(i) to ask the Publications and Research Committee to consider the number of Bulletins to be ordered annually and  
(ii) to ask Affiliated Groups to indicate the number of their R.S.C.D.S. members when returning payment of their affiliation fee.
- It was noted that some £240 had been brought in from advertisements in the Bulletin.
- F/5 SUMMER SCHOOL (a) Fees: The Committee ratified the revised fees for Summer School:
- |               |                   |     |
|---------------|-------------------|-----|
| Resident      | : One Week        | £38 |
|               | Two Weeks         | £74 |
|               | Examination Class | £78 |
| Non-Resident: | One Week          | £7  |
|               | Two Weeks         | £12 |
|               | Examination Class | £16 |

The deposits of £5 and £1 would remain unchanged.

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(b) Exhibitors: It was agreed that exhibitors such as Laird Records would be charged £65. No charge would be made for the display of shoes by Mr. Senior.

F/6 PUBLICATIONS (a) "Won't You Join the Dance". The Committee ratified the decision to order 3,000 copies of the revised book and recommended that the retail price should be £1.50; in addition it was decided that postage should be charged in all cases. This price would be negotiable where bulk orders from Training Colleges were concerned.

Approval was given for a small reception to be arranged to publicise the book, the Secretary to undertake the arrangements and to report to the Chairman of the Society and Convener of the Finance Committee.

It was also suggested that a signing session might be considered if Miss Milligan were available.

(b) Pocket Edition 1976: It was decided to order 30,000 copies of the pocket edition of Books 25, 26 and 27 and the quotation from Bell, Aird and Coghill was accepted subject to confirmation after checking by the Convener to ensure it was competitive.

It was resolved that in future three tenders should be obtained for the printing of the pocket editions.

F/7 FILM It had been ascertained from Radio Enterprises that the cost of two copies of the film "Mr. Menuhin's welcome to Blair Castle" would be £1200. As Mr. Taylor was to be in London shortly he offered to visit Radio Enterprises with a view to having more suitable rates and to investigate the possibilities of hire.

F/8 TEACHERS' ASSOCIATIONS The Committee decided that for this year the affiliation subscription from Teachers' Associations would be £10; the question of subscriptions in the future was left until a later date to be considered in the light of any affiliation applications this year. It was agreed that the attention of the Teachers' Association in Canada would be drawn to the decision at the AGM to offer affiliation to Teachers' Associations and to the decision of the Finance Committee regarding subscriptions.

F/9 LIFE MEMBERSHIP A letter from Mr. McIntosh of Aberdeen on the subject of Life Membership was noted.

F/10 GRANT An application received from the Gothenburg Scottish Country Dance Group for a grant to help towards travelling expenses for an overseas visit of their junior class was set aside as the Group's application for Branch formation had still to go before the Executive Council for consideration.

F/11 STAFF SALARY REVIEW Due to the present national restraint on wages, the Committee only awarded the set scale increases effective from 1st July, 1976. It was agreed, however, that staff salary scales be reviewed.

F/12 MANCHESTER BRANCH A submission was considered from Manchester Branch regarding two applications for life membership received prior to 1st November and forwarded to Headquarters in January. It was decided to allow life Membership as the subscription had been paid before 1st November.



F/13 REMITS FROM  
GENERAL  
PURPOSES  
COMMITTEE

- (a) Summer School. The General Purposes Committee had decided that in principle Headquarters should remain open during the period of Summer School. It was therefore agreed that Mrs. Hall would man Headquarters on Wednesday, Thursday and Friday of each week.
- (b) Summer School Office hours were decided as follows:
- |            |   |
|------------|---|
| Mondays    | 9 a.m.-12.30 p.m. : 2-5 p.m. : 8-10 p.m.            |
| Tuesdays   | 9-10 a.m. (School Staff only) 2-5 p.m. (Students)   |
| Wednesdays | 9-10 a.m. (Staff only) 2-5 p.m. (students) 8-9 p.m. |
| Thursdays  | 9-10 a.m. (staff) 2-5 p.m. (students)               |
| Friday     | 9-10 a.m. (staff) 2-5 p.m. (students)               |
| Saturday   | 9 a.m. - 12 noon.                                   |
| Sunday:    | 10-11 a.m. (for key returns only)                   |

Miss Gibson would be at St. Andrews at all times except for Tuesdays which she would have off.

Mrs. Hall would be at St. Andrews on Mondays and Tuesdays and as required on Sundays.

Miss Black would be full time at St. Andrews with time off to be arranged by the Secretary.

F/14 RECORDED  
MUSIC

- (a) Dr. Currie intimated that with the help of Miss Quirk he had compiled a list of records of music for the Society's dances. This information would be available at Headquarters and would be maintained by the Secretary.
- (b) It was unanimously agreed to recommend to the Executive Council the proposal of the General Purposes Committee to set up a collection of recorded Scottish Country Dance Music at Headquarters and to purchase a tape recorder and record player. The Committee decided to ask the Publications Committee to put forward suggestions as to the equipment required. This should be mobile.

F/15 RECORD FOR  
BOOK 27

Dr. Currie felt it was in the Society's interests to make the record available in the shops and that the company which had produced the record for the Society should be given the sole distribution rights. The Treasurer said that the Society had never before given sole distribution rights for anything and urged extreme caution as by entering into commerce we might jeopardise our charitable status. Moreover she considered that the Society should fully recover what it had put into the production and purchase of the records by direct sale before considering other channels of distribution. It was anticipated that there would be increased sales at Summer School and thereafter consideration could be given to a second edition. Mr. Macleod plinted out that there was no agreement regarding the production or distribution of the record ratified by the Executive Council and recommended that in future there should be an agreement drawn up right at the start of any future venture.

It was agreed that for discussion purposes only, at the next meeting of the Finance Committee, a draft of a sales distribution agreement for the music record of Book 27 be drawn up by the Treasurer, Secretary, and the Society's legal adviser, and that the ordering of a further quantity of records would be considered after this year's Summer School.

F/16 FUND RAISING

Mr. Baird's suggestion of raising funds by the sale of Christmas Cards was noted.

F/17 NEXT MEETING

The next meeting will take place on 1st May, 1976 at 2 p.m. at 12 Coates Crescent.

A vote of thanks was given to the Chairman and the meeting closed at 4.30 p.m.

MINUTES OF MEETING OF THE FINANCE COMMITTEE  
AT 12 COATES CRESCENT, EDINBURGH, ON  
SATURDAY, 1ST MAY, AT 2 P.M.

PRESENT: Dr. L. R. Currie  
Miss F. Galway, Mr. D. Macleod, Miss D. A. Paterson,  
Miss M. M. Ross, Miss M. A. Rae, Mrs. J. Thomson

ATTENDING: Miss M. M. Gibson (Secretary) Mrs. M. G. Hall (Asst. Secretary)  
Miss D. M. Vaughan (Treasurer)

F76/18 CHAIRMAN

In Mr. Taylor's absence, it was unanimously agreed that Dr. Currie should take the Chair.

F76/19 APOLOGIES

Miss J. C. Milligan, Mr. Taylor, Mr. Baird, Mrs. Parker.

F76/20 MINUTES

The Chairman suggested that, for clarity, in Item F/4(b) the sentence starting "It was unanimously...." should form a new paragraph and with that amendment the Minutes were approved.

F76/21 BUSINESS ARISING

- (a) F/4(c)(i): The Committee noted that the number of Bulletins to be ordered had been left by the Publications and Research Committee to the Secretary.
- (b) F/5(b): It was noted that the Executive Council had authorised the Secretary and Treasurer to accept less than £65 from Exhibitors at Summer School if need be.
- (c) F/6: Paterson's had confirmed the selling price of £1.50 for "Won't You Join The Dance" and had also agreed to join with the Society in the small reception to publicise the book.
- (d) F/7: Mr. Taylor had ascertained that the whole Menuhin film could not be sold for less than £600 per copy but that it might be possible to have parts reproduced at less cost and further information on this point was awaited. Miss Vaughan in the meantime was obtaining information about the preservation of films.
- (e) F/13(b): The request of the Director of Summer School to have all the staff at St. Andrews was accepted.
- (f) F/14(b) The Committee noted that the Executive Council had approved the recommendation regarding a library of recorded music being established at Headquarters.
- (g) F/14(b) It was noted that the Executive Council had approved on 3rd April the purchase of a tape recorder and record player. The Secretary reported that she was still waiting for further information regarding different makes of equipment.
- (h) F/15 - Sales Distribution Agreement. The Secretary and Treasurer reported that they had called on the Society's lawyer and had left particulars in his hands; the draft had not yet been received.

The Chairman informed the Committee that 200 records had been lost in transit from the pressing plant and that, with Summer School in mind, the purchase of a further 500 records had been recommended by the Publications and Research Committee. The Committee unanimously authorised the order of that number of records.

The Chairman also said that as the Society had paid the full amount for the original order, a claim would now be made for repayment of the balance due from Zeitgeist, the firm through which the order had gone.

F76/22 FINANCIAL STATEMENT

- (a) A Statement of accounts paid since the last meeting was approved:  
Totals - £93.11 for January; £137.99 for February; £166.03 for March.
- (b) Investments. The Treasurer reported some changes in investments. East Lothian had refused to accept £2,500 for re-investment and it was proposed to invest the money in the City of Edinburgh.  
  
The Committee accepted Miss Galway's offer to ask if the Northern Ireland Central Investment Fund for Charities might be available for investment by organisations outwith Northern Ireland.
- (c) Income and Expenditure Account. The Committee approved the statement of income and expenditure for the period 1st July, 1975 to 31st March, 1976 which showed a deficit of £184.11.  
  
The Secretary was asked to pursue the matter of outstanding accounts (two) for Bulletin advertisements.  
  
The Committee considered the question of examination expenses but decided not to recommend a minimum number of examinees.
- (d) Branch Accounts. The Chairman reported that he and the Secretary had visited the Arbroath Branch in April and that the Branch now seemed to be active again.  
  
The Treasurer reported on Branch Accounts for 1974/75. Of the 105 Branches existing then, one was new and she had received returns from 87 which left 17 who had failed to send in their accounts. The Committee noted that the Branches who had not sent in financial returns were: Annan, Bramhall, Edinburgh, Kinlochleven, Leamington Spa, Lochaber, Portrush, Stockport, Teesside, Winchester (UK Branches) and Boston, Cape Town, Deep River, New York, Ottawa, Hawai, San Francisco (Overseas Branches).  
  
There were great variations in the financial situation of branches as shown by their accounts and those which showed a loss were investigated,  
  
It was decided that the Secretary should write to two of the Branches from whom we had not heard for some time (Kinlochleven and Stockport) and ask if we could help as we had done in the case of Arbroath. The Treasurer was also asked to contact Deep River Branch.

F76/23 PUBLICATIONS

- (a) The Committee considered a letter from Birmingham Branch regarding sale of the LP Record which led to a general discussion on sales of publications to Branches, postage, and discount for cash sales. It was decided that the Treasurer and Secretary should review the present methods of selling to the Branches and, with benefit to Branches in mind, put forward proposals for the consideration of the Committee.  
  
The Committee decided that special books (e.g. "Won't You Join the Dance", "Introducing Scottish Country Dancing") and records should not be supplied on a sale or return basis.
- (b) Leaflet with three modern dances. The Committee approved the recommendation of the Publications and Research Committee to order 5,000 copies, and noted that it had been decided to offer the leaflets as an alternative choice to the subscription copy. The quotation from Bell, Aird and Coghill was accepted and it was decided that the selling price would be 15p for the leaflet with the three dances and music. In addition a leaflet with an additional tune for each dance would be available at a Selling Price of 10p and it was decided that 2,000 of these should be ordered.

- (c) Ties. The recommendation of the Publications and Research Committee to order 450 ties with the Society motif was approved and the Selling Price fixed at £1.75.

F76/24 HEADQUARTERS MAINTENANCE

The Committee accepted the quotation of £55 for washing down paintwork and re-touching as necessary and authorised the work to be carried out.

F76/25 ROYAL CALEDONIAN SCHOOLS

It was decided to forward the Festival Appeal to the London Branch who might be interested.

F76/26 OFFICE EQUIPMENT

One typewriter was now beyond repair. It was suggested that an electric typewriter would produce better work and be less fatiguing for the typist. It was left to the Secretary, in consultation with the Treasurer, to purchase a satisfactory machine.

F76/27 COUNCIL MEETING EXPENSE CLAIMS

Miss Ross suggested that cheques for expenses might be written during the Council meeting if claims were put in at the beginning of the meeting and collected at the end thus saving postage and avoiding delay.

The Assistant Secretary volunteered to prepare the cheques during meetings and the Secretary would inform representatives of the new procedure by including a note with the Agenda of the next Council meeting.

F76/28 REVIEW OF SALARY SCALES

It was decided to leave salary scales as they were but to make supplementary payments to the Staff - from 1st January to the Secretary and Assistant Secretary and from 1st July to the Junior Assistant - in addition to the scale increments agreed at the last meeting. (Details are included in a paper apart).

F76/29 NEXT MEETING

31st July, 1976, at St. Andrews

*James Taylor*  
~~James Taylor~~  
*Lowrie*  
 31 July 76.

MINUTES OF MEETING OF THE FINANCE COMMITTEE IN  
UNIVERSITY HALL, ST. ANDREWS, ON SATURDAY,  
31ST JULY, 1976, AT 2 P.M.

PRESENT: Mr. J. Taylor (Convener)  
Miss J. C. Milligan, Mr. A.I.K. Baird, Miss F.I. Galway, Mrs. M. Parker,  
Miss M. A. Rae, Miss D. A. Paterson. *in D. Nailead*

Attending: Miss M.M. Gibson (Secretary), Mrs. M.G. Hall (Asst. Secretary),  
Miss D. M. Vaughan, Treasurer.

## F76/30 APOLOGIES

Dr. L. R. Currie, Miss M. M. Ross

## F76/31 MINUTES

The Minutes of the Meeting on 1st May, 1876, were approved with the deletion of Mrs. J. Thomson's name from among those present.

## F76/32 BUSINESS ARISING

- (a) Film: Mr. Taylor reported that to buy the film or even a small part of it now would be too expensive but once someone else had ordered a first copy and the copyright had no longer to be paid, consideration could be given to acquiring it. It was agreed that the Secretary would contact TV Enterprises yearly to ascertain the position.
- (b) Recorded Music Library: The Secretary reported that to date she had received one record from Montreal Branch, the promise of two more (Birmingham and Ottawa) and £64.95 in cash from Branches at home and abroad.
- (c) Equipment: The Secretary reported that the tape recorder, record player, etc. had been purchased and that all that remained to be purchased now was the table. The Convener and Secretary were asked to see about the table.
- (d) LP Record for Book 27
- (i) Distribution Agreement: After considering the lawyer's advice that entering into commercial agreements might have adverse effects on the charitable status of the Society, the Committee unanimously decided not to pursue the question of distributing the record through a commercial firm or agent.
  - (ii) The Secretary reported that we had received the additional 500 records and 400 sleeves which we had ordered direct and that the account had been settled.
  - (iii) Correspondence had passed between the Treasurer and Zeitgeist (the firm through whom the Records had been originally purchased) without a satisfactory conclusion regarding financial reimbursement for the records and sleeves not delivered. The Committee decided that the Secretary should write to the firm asking, not for a refund of the cash value, but for the records and sleeves themselves which had not been delivered to the Society.
- (e) Branches: The Secretary stated that Kinlochleven Branch, though reduced in numbers, wished to be allowed to carry on as a Branch and would inform Headquarters in due course if they wished a visit from an Office Bearer. She had had no reply to her letter to Stockport Branch and it was decided to carry forward the matter to the next meeting and to make further efforts to ascertain the position meanwhile. The Secretary was asked to draw up a list of Branches which, from Branch Annual Reports, appeared to require further study, and to put it before the General Purposes Committee for their consideration.
- (f) The Treasurer had had no reply as yet to her letter to Deep River Branch and the matter was carried forward.

(g) The Secretary reported that there had been a delay in receiving the new leaflets due to an error in the Post Office but that they had arrived just before the end of the first course and were selling well.

(h) Ties. The Secretary reported that all the ties ordered, except the navy one with the motif, had been received and were selling well (156 on the first Summer School Course). It was agreed that a letter of thanks should go to Mr. Nicholson who had provided the motif.

It was decided to ask the Publications Committee to consider having a ladies' kerchief (white with blue motif in each corner was suggested).

## F76/31 FINANCIAL STATEMENTS

- (a) Statement of Accounts paid since the last meeting was approved. Totals: £1,780 for April, £1239.48 for May and £2,414.29 for June. Mrs. Parker's suggestion that the feu be purchased was agreed and the Treasurer undertook to do this at the appropriate time. It was agreed to refund Summer School fees (less deposits) to two ladies who had been unable to attend owing to illness.
- (b) Statement of Investments as at 30th June, 1976, was accepted. Mr. Baird proposed that an Appropriation Account should be set up to cover the industrial investments. It was unanimously agreed that the Treasurer would seek the advice of the Broker about this suggestion and act accordingly.
- (c) The Draft Statement of Income and Expenditure for the year ended 30th June, 1976, and Balance Sheet as at that date were discussed, amended and duly approved for submission to the Auditors. The high costs of travel to meetings was noted and it was decided to remit this matter to the General Purposes Committee and to invite them to make recommendations on ways to cut costs. It was agreed that in addition to the fund for Extension Work Overseas there would be an additional fund for Examiner/Teacher Overseas Travel, and that £500 would be allocated to the Examiner/Teacher Overseas Travel Fund this year.
- (d) Estimates of Income and Expenditure for the year ending 30th June, 1977, were considered in detail and amended where appropriate, after which they were approved by the Committee.

## F76/34 BRANCH BUSINESS

- (a) The Committee decided to postpone consideration of an increase in annual and long term membership subscriptions until next year.
- (b) It was agreed that Branches should receive discount of 10% on all items which should be sold to their members at the retail price.
- (c) It was decided to wind up the 'Sale or Return' scheme. Branches holding stocks now would be requested to return to Headquarters what they did not wish to retain and would receive an account for the remainder. Postage on returned items would be refunded to the Branches by Headquarters. Accounts would be sent out from Headquarters in December, March and June of each year. This would not, of course, preclude Branches holding a stock if they so wished.
- (d) The Committee considered a request from the Hague Branch regarding postage on subscription copies. It was agreed that this was a domestic problem for the Branch (shared by many others) and that the Branch should find the means of recovering the cost from their members.
- (e) Extension Work Overseas: It was agreed that current Society policy was to allot £10 per head from the Extension Work Overseas Fund to a Branch providing a demonstration overseas, up to a maximum of a Party of twelve, providing funds were available. Accordingly, in response to their applications, a grant of £100 was agreed for Inverness Branch and £120 to London Branch.

## F76/35 SCOTTISH SPORTS COUNCIL

It was decided to take no action regarding the letters in connection with the Queen's Silver Jubilee Appeal and the 'Unique Pool' (a lottery).

## F76/36 PROFESSIONAL FEE

The Committee resolved to increase the fee for professional services of the Treasurer with effect from 1st January, 1976.

## F76/37 CAR STICKERS

It was noted that an unofficial car sticker was being sold as a private venture by one of the overseas members on the Summer School course. It was agreed that a letter be sent to the gentleman concerned stating that this car sticker should not be sold as it had not had the approval of the Society and must not be sold under the name of the R.S.C.D.S.

## F76/38 MEMORIAL TO MRS. STEWART

It was noted that there had been a deficit of £4 in the sum required to pay for the memorial, which Group Capt. Huxley had provided. It was resolved that he should be reimbursed from Society Funds.

## F76/39 NEXT MEETING

Saturday, 16th October, at 11.00 a.m. at 12 Coates Crescent, Edinburgh.

*James Jamieson*

*W  
Convener.*

MINUTES OF MEETING OF THE FINANCE COMMITTEE AT  
12 COATES CRESCENT, EDINBURGH, ON SATURDAY  
16TH OCTOBER, 1976, AT 11.00 A.M.

PRESENT: Mr. J. Taylor (in the Chair)  
Miss J. C. Milligan, Mr. A. I. K. Baird, Dr. L. R. Currie,  
Miss F. I. Galway, Mr. D. Macleod, Mrs. M. Parker,  
Miss D. A. Paterson, Miss M. M. Ross, Miss M. A. Rae

ATTENDING: Miss Gibson (Secretary), Mrs. Hall (Asst. Secretary)  
Miss Vaughan (Treasurer)

F76/40 APOLOGIES

There were no apologies.

F76/41 MINUTES

The Minutes of the meeting on 31st July, 1976, were unanimously approved.

F76/42 BUSINESS ARISING

- (a) Recorded Music Library: The Secretary reported that there were now 26 records in the library. A balance of over £90 remained including a donation of £30 from Toronto. Miss Milligan was authorised to purchase any suitable records when she went to Canada next year and the Secretary was asked to draw up a list of further records for the consideration of the Publications Committee.
- (b) Record for Book 27: In reply to the Secretary's letter asking for the balance of records due from "Zeitgeist" a letter dated 27th August had been received saying that the possibility of replacing the records would be investigated. It was decided to carry the matter forward to the next meeting.
- (c) Ties/Headquarters: The Secretary was instructed to write to the manufacturer to say that any request received direct from a Branch of this Society should be referred back to this Headquarters and to inform him that our designs were copyright.  
It was decided to order 50 more blue ties with the dancing figures.  
It was also resolved to investigate the possibility of having Society Christmas cards for next year.
- (d) It had been decided at the last meeting to give the staff a bonus for the extra hours worked at Summer School and the details were explained to the Treasurer who was asked to arrange the appropriate payments. (Details in paper apart).
- (e) Appropriation Account: The Treasurer had taken up the matter of an appropriation account to cover investments with a stockbroker who had advised that there was no need to set up such an account.

F76/43 BRANCHES

- (a) Stockport: Miss Gibson reported that Stockport Branch was definitely defunct and that Dr. Hall of Manchester Branch had on our behalf visited the last known office-bearer, a former Treasurer, who no longer held any records. It was agreed that the normal procedure for winding up a Branch should be put into operation.  
The Committee recommended that Branches should be asked to keep the Treasurer informed of their Bank accounts and the address of the Branch which they used.
- (b) The Treasurer reported that she had not yet received a reply from Deep River Branch.

F76/44 FINANCIAL STATEMENTS

- (a) The Statement of Accounts paid since the last meeting was approved. Totals: £5,007.27 for July; £2,102.52 for August; £1,756.73 for September.
- (b) Investments: The Treasurer reported that there had been no change since the last meeting.
- (c) Summer School: The Treasurer presented a draft expenditure and income account for Summer School 1976 which was discussed and certain necessary adjustments recommended for inclusion in the final account.

The Finance Committee remitted to the Summer School Committee consideration of the method of payment for the use of electrical equipment (spin driers, irons, etc) with the recommendation that the former method of users paying individually should be re-adopted.

F76/45 VAT

Miss Vaughan had had further discussions about VAT with Customs Officers. Books were zero-rated but the question of other sales required further consideration. As these articles were to be sold to members only, Miss Vaughan was asked to enquire if this would make a solution easier.

F76/46 A.G.M. AGENDA

The Convener said this item had been included to allow members to raise any matter regarding the A.G.M. Agenda. There were no matters raised.

F76/47 OTHER BUSINESS

- (a) It was decided not to renew the subscription to the Central Council of Physical Recreation, London.
- (b) It was decided not to advertise in the Folk Directory 1977 (published by The English Folk Dance and Song Society)
- (c) Quotations had been received for printing several of the pocket editions and having considered the costs the Committee resolved that all pocket editions should retail at 25p.
- (d) Paterson's Publications: Miss Vaughan was asked to examine the discount arrangements with Patersons and to report her findings to the next Finance Committee Meeting.

F76/48 NEXT MEETING

The date of the next meeting would be decided at the first meeting of the Executive Council after the Annual General Meeting.

James Yuenot.  
Convener. 5th Feb 77.

Subscription increase from 40 - 60 p.

" 60 p w/kl wef 1 July 78.

The Q.B. Series		feestick	
80 Leaves			
50/2	Post 8vo	6 1/2" x 4 1/2"	Faint, Faint and Red
50/3	Post 8vo	7" x 4 1/2"	Faint, Faint and Red
50/5	La. Post 8vo	8" x 5"	Ft., Ft. & Red, Ft. & double
50/7	Post 4to	8" x 6 1/2"	Faint only
50/9	Post 4to	9" x 7"	Narrow Faint, Faint, Faint and Red, Faint and double
50/11	La. Post 4to	10" x 8"	Narrow Faint, Faint
140 Leaves			
91/2	Post 8vo	6 1/2" x 4 1/2"	Faint, Faint and Red
91/3	Post 8vo	7" x 4 1/2"	Faint, Faint and Red
91/5	La. Post 8vo	8" x 5"	Ft., Ft. & Red, Ft. & double
91/7	Post 4to	8" x 6 1/2"	Faint only
91/9	Post 4to	9" x 7"	Ft., Ft. & Red, Ft. & double
91/11	La. Post 4to	10" x 8"	Narrow Faint, Faint

